

FOR OFFICIAL USE ONLY

*Figure 8-5.--Format for Orders Transferring Marines to the
Temporary Disability Retired List--Continued

(MMSR-4). You are required to notify the CMC (MMSR-4) if you do not receive an advance copy of orders to report for a PPE at least every 18 months from the date you are placed on the TDRL. Ensure your PPE is complete and accurate, and that you take all medical records to your PPE, particularly any hospital and VA treatment records since your temporary retirement from the Marine Corps.

5. Upon receipt of these orders notify your commanding officer of your desires regarding a retirement ceremony per reference (b).

6. Your commanding officer will issue an application for an identification card pursuant to reference (d), issue a DD Form 214, and report your retirement per reference (e).

7. Furnish the disbursing officer maintaining your active duty pay accounts a copy of these orders for settlement of your pay account.

*8. Enclosure (1), to include a permanent mailing address, should be completed and submitted to your commanding officer or his representative. Your commanding officer is responsible for its forwarding 30 days before your approved retirement date to the Defense Finance and Accounting Service at: DFAS, U.S. Military Retirement Pay, P.O. Box 7130, London, KY 40742-7130. Retain a copy of this form for your files. **DD Form 2656 is your documentation of your Survivor Benefit Plan (SBP) coverage election. Should this form not be received by DFAS, you will have your retired pay reduced to correspond to the maximum SBP coverage and the maximum tax withholding.** Additionally, DFAS shall not, by law, issue retired pay absent a permanent mailing address, which you are required to provide in enclosure (1).

9. You have stated that your future address for mailing purposes is:_____. Keep the CMC (MMSR-4), Headquarters, U.S. Marine Corps, 3280 Russell Road, Quantico, VA 22134-5103, and the President, PEB, Naval Council of Personnel Boards, 720 Kennon St. SE, Rm 309, Washington Navy Yard, Washington DC 20374-5023, informed of any changes in your mailing address so that information concerning your PPE and the results of your PEB reevaluation may reach you. Additionally, report changes of address to the Defense Finance and Accounting Service, (Code ROA) at the address in paragraph 8. You may also telefax your address changes by calling 1-800-469-6559. Ensure you include your signature over your EDIPI. Failure to respond to correspondence or orders issued to the address on file with the CMC (MMSR-4) or DFAS Cleveland, either willfully or through neglect in keeping that address current, may result in the suspension of disability retired pay and will be considered as showing intent on your part to abandon benefits.

*Contact MMSR-4 at 1-800-336-4649 or (703) 784-9308/09.

*Figure 8-5.--Format for Orders Transferring Marines to the
Temporary Disability Retired List--Continued

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*Figure 8-5.--Format for Orders Transferring Marines to the
Temporary Disability Retired List--Continued

10. You may select a home of selection and receive travel allowance for the travel performed there from this command per reference (c), which also addresses entitlement to family members travel and to storage and shipment of household goods. Ensure you understand its contents before detaching from this command. All travel must be completed within 1 year from the date of your release from active duty and transfer to the TDRL. Complete the home of selection endorsement before submission of these orders for settlement of travel. Once a home is selected and travel allowance is received for travel, the selection is irrevocable. Upon completion of travel, forward enclosure (2), along with a copy of your retirement orders and all other supporting documentation, to the servicing Finance/Disbursing Office that supports your last active duty station.

*11. The office having custody of your service record and health (medical and dental) record will forward the originals to the CMC (MMRP-16), 2008 Elliot Road, Quantico, VA 22134-5030 and ensure a copy of these orders are filed in your Official Military Personnel File (OMPF). You should make and retain a personal copy of these records for safekeeping.

12. Enclosure (3) recognizes your retirement.

13. You may wear your uniform from this command to your home if travel is performed within 3 months after your release from active duty, and on such occasions as the wearing of the uniform is appropriate under the Marine Corps Uniform Regulations (MCO P1020.34G, paragraph 8003 and 11002).

*14. Expenditures under these orders are chargeable to appropriation data contained within the Marine Corps Total Force System (MCTFS) D860 remark screen.

*15. Provide a copy of these orders to your Physical Evaluation Board Officer (PEBLO) and a copy of these orders and a copy of your DD Form 214 to the VA.

16. Your presence will be missed by your fellow Marines. We request that you continue to support them in their undertakings. On behalf of the Commandant of the Marine Corps and those with whom you have served, I express sincere appreciation for your faithful service and wish you health, happiness, and every success in the future.

*Figure 8-5.--Format for Orders Transferring Marines to the
Temporary Disability Retired List--Continued

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*Figure 8-5.--Format for Orders Transferring Marines to the
Temporary Disability Retired List--Continued

By direction

Copy to:
Disbursing Officer
OMPF

HOME OF SELECTION ENDORSEMENT

I certify that I have selected (city), (State) as my home incident to transfer to the Retired List and arrived there on (date). I further certify and understand that this selection, once made and travel allowance is received for travel thereto, is irrevocable and no further entitlement to travel allowances shall accrue.

(Signature)

(Date)

NOTES:

1. All blank spaces should be filled with the appropriate data elements from the RETM screens in MCTFS.
2. The PRR/PRR plus 1 day date should be in "DD Month YYYY" format.
3. All other service data should be in "YYYY years, MM months, and DD days" format, as appropriate.
4. The following will be inserted as paragraph 3 to the orders of those Marines who are advanced on the retired list: "The Secretary of the Navy has determined that you are entitled to be advanced on the retired list, with retired pay computed on the basis of the higher rate of basic pay of the two grades involved. I take pleasure in transmitting as enclosure (1), your letter of advancement to the grade of _____."

*Figure 8-5.--Format for Orders Transferring Marines to the
Temporary Disability Retired List

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*Figure 8-6.--Format for Non-Medical Assessment (NMA) Questionnaire and
Non-Medical Assessment (NMA) Narrative Summary

From: Commanding Officer
To: Medical Treatment Facility

Subj: NON-MEDICAL ASSESSMENT (NMA) IN THE CASE OF (Marine's full name,
rank/rate, EDIPI, service/component-regular, reserve, AR, FTS)

Ref: (a) SECNAVINST 1850.4E

1. Purpose. The Non-Medical Assessment (NMA) is a major component of the Physical Evaluation Board's (PEB) adjudication, and is vital to the timely, fair, and transparent determination of whether a Marine is Fit or Unfit for continued naval service. The NMA provides evidence of the Marine's ability to perform his/her duties independent of the physician's clinical estimate. Part I, the "Questionnaire," collects required data regarding the service Marine. Part II, the "Commanding Officer's Comments," requires the CO to be as specific as possible about the duties and responsibilities the Marine is capable of performing. We highly encourage supplementing your answers with any relevant information concerning the Marine's fitness for continued naval service.

2. Questionnaire

a. PART I:

(1) The Commanding Officer submits the following assessment to assist the PEB in their determination of Fitness/Unfitness in the case of SNM:

(a) Marine's MOS/Primary Specialty; Rate/NEC:

(Examples: 0311/Rifleman; 2111/Small Arms Repairer, etc.)

(b) Marine's current position or assignment:

(c) Is the Marine currently working out of his/her specialty because of the medical condition? (Yes/No). If the Marine is working out of his/her specialty could the Marine perform in his/her rating? (Yes/No).

(d) Date Marine passed the last "full" CFT/PFT: _____ (MM/YY).

(e) Did the Marine take the most recent CFT/PFT?

If "No," why didn't the Marine take the CFT/PFT?

If "Partial CFT/PFT," what events were waived and why?

(f) Marine height and weight: _____ (inches/lbs.). If not within weight standards, what is the Marine's body fat percentage?

*Figure 8-6.--Format for Non-Medical Assessment (NMA) Questionnaire and
Non-Medical Assessment (NMA) Narrative Summary--Continued

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*Figure 8-6.--Format for Non-Medical Assessment (NMA) Questionnaire and
Non-Medical Assessment (NMA) Narrative Summary--Continued

(g) Is the Marine within weight and body fat standards? If "No,"
is the Marine on an official weight control program?

(h) To your knowledge, is the Marine fully attending all medical
appointments and complying with all recommended treatments? Has the member
complied in the past?

(i) If non-compliant, did the appropriate authority advise the
Marine in writing of the medically proper course of treatment, therapy,
medication, or restriction? If the Marine is non-compliant, please explain
why.

(j) What is the average number of work hours per week that the
Marine condition required the Marine to be away from his/her current duties
for treatment, evaluation, and/or recuperation? (_____ hours).

(k) Is the Marine pending disciplinary action or involuntary
administrative separation for misconduct? If "Yes," identify the
administrative/disciplinary proceeding and the expected processing/completion
date.

(l) What is the Marine current length of service and date of
entry into active/reserve service?

LOS: _____ (years/months); ADSD/ADBBD: _____ (mo/yr).
Active Duty Years: _____ (years/months).
Reserve Satisfactory Years: _____ (years/months).
Reserve Retirement Eligible (Yes/No).

(m) Considering the Marine's current physical and mental
condition, is he/she worldwide assignable?

(n) Does the Marine have good potential for continued service in
his/her present physical and mental condition? If "No," please explain why
not.

(o) Does the Marine *expressly state* that he/she desires to
continue his/her military service? (Please obtain the Marine's statement
directly).

(p) Regarding Permanent Limited Duty (PLD) of active duty
members, would you recommend that Naval Personnel Command/Headquarters Marine
Corps authorize the Marine's retention on active duty in a Permanent Limited
Duty (PLD) status, if found Unfit?

*Figure 8-6.--Format for Non-Medical Assessment (NMA) Questionnaire and
Non-Medical Assessment (NMA) Narrative Summary--Continued

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*Figure 8-6.--Format for Non-Medical Assessment (NMA) Questionnaire and
Non-Medical Assessment (NMA) Narrative Summary--Continued

Do you recommend PLD unconditionally? or
Do you recommend PLD only to complete retirement eligibility? or
Do you recommend PLD only to EAS?
If "No" to any of the above, please explain why.

(q) Did the Marine's injury occur in a combat-zone tax exclusion area as defined in DoD Financial Management Regulation, Vol. 7A, Chapter 44, Section 440103(a) (Available at <http://www.defenselink.mil/comptroller/fmr/>)? If yes, date and location of injury.

(r) Has the member ever forward deployed in support of:
Operation Enduring Freedom?
Operation Iraqi Freedom?

b. PART II. Commanding Officer's Comments

(1) The Commanding Officer Comments explain how the Marine's medical condition affects the Marine's ability to perform the duties of his/her MOS/Rate, and the resulting impact on the command. Although a non-medical assessment, the CO should review the Marine's Medical Board (MEB) and/or medical record to understand the Marine's medical condition before writing the NMA. Please note that the NMA is not a promotion evaluation, and remains in the Marine's medical record. Please use additional pages as necessary.

(2) The Commanding Officer submits the following comments to assist the PEB in their determination of Fitness/Unfitness in the case of SNM:

Example: The Marine can no longer be a (office, grade, rank, rate/MOS) because he/she can no longer do _____. Being able to do _____ is a requirement of his/her (office, grade, rank, rate/MOS, service).

(3) Include an explanation on what the Marine substantively can or cannot do regarding the primary duties of his/her MOS/Rate.

(4) Include an explanation on whether the Marine can perform his/her primary duties in garrison/shore and/or in a field/sea duty environment.

(5) If personally known, include date and description of the event (Who, What, Where, When, How) which caused the injury.

(6) Was a Purple Heart (PH) awarded for this injury?

*Figure 8-6.--Format for Non-Medical Assessment (NMA) Questionnaire and
Non-Medical Assessment (NMA) Narrative Summary--Continued

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*Figure 8-6.--Format for Non-Medical Assessment (NMA) Questionnaire and
Non-Medical Assessment (NMA) Narrative Summary--Continued

(7) Was a Combat Action Ribbon (CAR) awarded for this injury?

(8) POC at this command is _____ (name/rank/position)
at (Commercial)
_____/ (DSN) _____ or (email) _____.

Commanding Officer Signature
Commanding Officer Name

*Figure 8-6.--Format for Non-Medical Assessment (NMA) Questionnaire and
Non-Medical Assessment (NMA) Narrative Summary

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*Figure 8-7.--Format for Disability Discharge Orders from Active
Duty

ADDITIONAL PARAGRAPHS MAY BE ADDED AS DIRECTED BY THE COMMAND

(Letterhead)

From: (Command)

To: (Individual Marine)

Subj: PHYSICAL DISABILITY DISCHARGE WITH SEVERANCE PAY

Ref: (a) MCO P1900.16G, MARCORSEPMAN, par. 8601

(b) JFTR, par. U5125

(c) MCO P5512.11D, ID CARDS

(d) MCO P7301.104

(e) MCTFS D860 Screen

1. Per reference (a), effective 2359 on (PRR/EAS/ECC) you are discharged from the United States Marine Corps by reason of Physical Disability with Severance Pay. Your entitlement to pay and allowances terminates on (PRR/EAS/ECC).

2. The officer having custody of your records is directed to accomplish the following:

a. Ensure the discharge action directed by CMC(MMSR-4) and reference (a) is effected.

b. Ensure a copy of these orders are filed in your Official Military Personnel File (OMPF).

c. Provide the Disbursing Officer with the following information:

(1) Separation Authority: MARCORSEPMAN, par. 8601.

(2) Character of Separation: HONORABLE.

(3) SPD Code: (____). NARRATIVE REASON: (_____).

(4) Percent Disability: ()%. VA Code(s): (_____).

(5) Combat Related Disability Condition: NONE or one of the following as directed by CMC(MMSR-4) - ARMED CONFLICT, SIMULATING WAR, INSTRUMENTALITY OF WAR, or HAZARDOUS SERVICE.

(6) Incurred in the line of duty in a combat zone: (YES or NO).

(7) Reenlistment Code: (_____).

*Figure 8-7.--Format for Disability Discharge Orders from Active
Duty--Continued

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*Figure 8-7.--Format for Disability Discharge Orders from Active
Duty--Continued

Subj: PHYSICAL DISABILITY DISCHARGE WITH SEVERANCE PAY

3. You have/have not elected advanced travel. You have elected mileage, via (MODE OF TRAVEL), to (CITY, STATE, ZIP). You have given your permanent mailing address as (STREET, CITY, STATE, ZIP). Per the provisions of reference (b), travel pay upon separation is authorized.

4. The dependency application, NAVMC 10922, on file in your service record shows the following named persons reside in your household as approved dependents and will require transportation:

<u>Name</u>	<u>Relationship</u>	<u>DOB</u>
(DEPN1 NAME1)	(DEPN1 RELATION1)	(DEPN1 DOB1)
(DEPN2 NAME2)	(DEPN2 RELATION2)	(DEPN2 DOB2)

5. Your unused leave balance computed to include (EAS), is () days. Upon completion of authorized leave, your leave balance will be () days due upon release.

6. You are directed to complete all required administrative action prior to your departure. Failure to do so may require your physical return to this command at your own expense.

7. Reimbursement for travel performed can be finalized only upon submission of the original and three copies of your orders with the completion of travel authorized herein. Submit your travel voucher DD 1351-2 "provided by the servicing Finance Office", to the (LOCAL BASE FINANCE OFFICE, STREET, CITY, STATE, ZIP). Questions regarding travel liquidation should be directed to the travel section (PHONE NUMBER). DD Form 1351-2 can also be found on <http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd1351-2.pdf>.

8. Upon discharge, you and your dependents are eligible for 180 day TRICARE medical benefits and 2 years base privileges (e.g. commissary, exchange) in accordance with reference (c). Contact your local DEERS/RAPIDS Office to verify your eligibility and issuance of your ID card.

9. Per reference (d), expenditures under these orders are chargeable to: (Cite pertinent appropriation data from reference (d) and (e)).

10. Provide a copy of these orders to your Physical Evaluation Board Officer (PEBLO) and a copy of these orders and a copy of your DD Form 214 to the VA.

By direction

*Figure 8-7.--Format for Disability Discharge Orders from Active
Duty--Continued

FOR OFFICIAL USE ONLY

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*Figure 8-7.--Format for Disability Discharge Orders from Active
Duty--Continued

RECEIVING ENDORSEMENT

1. I received these orders at (Command), PAC/IPAC at (time) on
(Date of Departure). I certify that I have completed all necessary
administrative actions prior to departure.

(Signature)

Copy to:
Disbursing Officer
OMPF

*Figure 8-7.--Format for Disability Discharge Orders from Active
Duty

FOR OFFICIAL USE ONLY

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*Figure 8-8.--Format for Disability Discharge Orders for Reserve
Marines NOT on Active Duty

ADDITIONAL PARAGRAPHS MAY BE ADDED AS DIRECTED BY THE COMMAND

(Letterhead)

From: (Command)
To: (Individual Marine)
Subj: PHYSICAL DISABILITY DISCHARGE FROM THE U.S. MARINE CORPS RESERVE WITH
SEVERANCE PAY

Ref: (a) MCO P1900.16G, MARCORSEPMAN, par. 8601
(b) DoDFMR Vol. 7A Chapt. 35

Encl: (1) Certified True Copy, Career Retirement Credit Report (CRCR)

1. Per reference (a), effective 2359 on (PRR/RECC) you are discharged from the Marine Corps Reserve by reason of Physical Disability with Severance Pay. Your entitlement to pay and allowances terminates on (PRR/RECC).

2. The officer having custody of your records is directed to accomplish the following:

a. Ensure the discharge action directed by CMC(MMSR-4) and reference (a) is effected.

b. Ensure a copy of these order's are filed in your Official Military Personnel File (OMPF).

c. Provide the Disbursing Officer with the following information:

(1) Separation Authority: MARCORSEPMAN, par. 8601.

(2) Character of Separation: HONORABLE.

(3) SPD Code: (____). NARRATIVE REASON: (_____).

(4) Percent Disability: ()%. VA Code(s): (_____).

(5) Combat Related Disability Condition: NONE or one of the following as directed by CMC(MMSR-4) - ARMED CONFLICT, SIMULATING WAR, INSTRUMENTALITY OF WAR, or HAZARDOUS SERVICE.

(6) Incurred in the line of duty in a combat zone: (YES or NO).

(7) Reenlistment Code: (_____).

*Figure 8-8.--Format for Disability Discharge Orders for Reserve
Marines NOT on Active Duty--Continued

FOR OFFICIAL USE ONLY

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*Figure 8-8.--Format for Disability Discharge Orders for Reserve
Marines NOT on Active Duty--Continued

d. Provide you enclosure (1) which depicts your total service.

3. Severance pay is computed per reference (b). Your severance pay
computations are based on the below service and is \$_____ (provide amount):

Total active service:	XX years XX months XX days
Total inactive service:	XX years XX months XX days
Total drills performed current FY:	XX
Period of NOE coverage:	YEAR-MONTH-DAY to YEAR-MONTH-DAY
Total inactive duty points earned:	XXX
Total inactive duty points paid:	XXX
Total inactive duty points not paid:	XXX

4. Provide a copy of these orders to your Physical Evaluation Board Officer
(PEBLO) and a copy of these orders and enclosure (1, your CRCR) to the VA.

5. Your home of record and address you furnished for receipt of severance
pay is (STREET, CITY, STATE, ZIP); (XXX) XXX-XXXX. On (PRR/RECC) you will
surrender your military identification card DD Form 2MC.

By direction

RECEIVING ENDORSEMENT

1. I received these orders at (Command), PAC/IPAC or home address at (time)
on (Date). I certify that I have completed all necessary administrative
actions.

(Signature)

Copy to:
Disbursing Officer
OMPF

*Figure 8-8.--Format for Disability Discharge Orders for Reserve
Marines NOT on Active Duty

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*Table 8-1.--Eligibility Index Table

	<u>B</u>
<p>R If the Marine is physically Unfit U by reason of physical disability L and; E</p>	<p>the action is;</p>
<p>1 The disability was the result of intentional misconduct or willful neglect, and/or was incurred during a period of unauthorized absence</p>	<p>discharge without benefits. (10 U.S.C. section 1207) (See par. 8602.)</p>
<p>*2 Marine is a member of the Active Component or Active Reserve Program</p>	<p>(See Table 8-2 and par. 8601.)</p>
<p>*3 Marine is a Marine reservist on active duty for more than 30 days except compulsory 45-day involuntary training,</p>	<p>(See Table 8-2 and par. 8601.)</p>
<p>*4 Marine is a reservist on active duty for 30 days or less, inactive duty training or active duty for compulsory 45-day involuntary training,</p>	<p>(See Table 8-3 and par. 8601 or 8608.)</p>
<p>*5 The disability was determined not to have been incurred during, or aggravated by, active duty and the member waives the right to a formal hearing,</p>	<p>discharge by reason of EPTS. (See par. 8604.)</p>

*Table 8-1.--Eligibility Index Table

*Table 8-2.--Eligibility Index Table for Regular Marines and Reservists on Active Duty for More Than 30 Days (Not to Include 45-Days Involuntary Training for Active Duty)

	A	B	C	D	E
R U L E	If the Marine is entitled to basic pay, and disability was incurred while entitled to basic pay	and if member has at least 20 years of active service	and the percentage of disability is	and based upon accepted medical principles the disability is	the action is
*1	NO				discharge for physical disability without benefits. (See par. 8602)
*2	YES	YES	0-100	permanent	permanent Retirement. (10 U.S.C. 1201) (See section 4)
*3	YES	YES	0-100	may be permanent	transfer to TDRL (10 U.S.C. 1202) (See section 5)
*4	YES	NO	30-100	permanent	permanent retirement (10 U.S.C. 1201) (See section 4)

*Table 8-2.--Eligibility Index Table for Regular Marines and Reservists on Active Duty for More Than 30 Days (Not to Include 45-Days Involuntary Training for Active Duty)--Continued

*Table 8-2.--Eligibility Index Table for Regular Marines and Reservists on Active Duty for More Than 30 Days (Not to Include 45-Days Involuntary Training for Active Duty)--Continued

	A	B	C	D	E
R U L E	If the Marine is entitled to basic pay, and disability was incurred while entitled to basic pay	and if member has at least 20 years of active service	and the percentage of disability is	and based upon accepted medical principles the disability is	the action is
5	YES	NO	30-100	may be permanent	transfer to the TDRL. (10 U.S.C.) (See section 5)
6	YES	NO	less than 30	perm or may be permanent	discharge with disability severance pay. (10 U.S.C. 1203) (See par. 8601.) (Notes 1, 2, 3, & 4)

NOTE 1: A reservist eligible under reference (a) Title 10, U.S.C. section 1209 (has more than 20 years of qualifying Federal service) may elect to transfer to the Retired Reserve, to receive retired pay at age 60, instead of discharge with disability severance pay.

*NOTE 2: Per reference (a) Title 10, U.S.C. sections 1203 and 1206, the minimum number of years for computation purposes shall be:

- (a) Six years in the case of a Marine separated for a disability incurred in the line of duty as designated by the Secretary of Defense.
- (b) Three years in the case of any other Marine.

*Table 8-2.--Eligibility Index Table for Regular Marines and Reservists on Active Duty for More Than 30 Days (Not to Include 45-Days Involuntary Training for Active Duty)--Continued

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*Table 8-2.--Eligibility Index Table for Regular Marines and Reservists on
Active Duty for More Than 30 Days (Not to Include 45-Days
Involuntary Training for Active Duty)--Continued

NOTE 3: Pay equation formula:

$(\text{Basic pay} \times 2) \times (\text{Years of Service}) = \text{Severance Pay}$

*Table 8-2.--Eligibility Index Table for Regular Marines and Reservists on
Active Duty for More Than 30 Days (Not to Include 45-Days
Involuntary Training for Active Duty)

*Table 8-3.--Eligibility Index Table for Reservists on Active Duty for 30 Days or Less, Inactive Duty Training, or 45-Days Involuntary Training for Active Duty

	A	B	C	D	E	F
R U L E	If the disability was due to an injury or illness	and was proximate result of performing active duty	and the member has at least 20 years of active service	and the percentage of disability is	and based upon accepted medical principles the disability is	the action is
1	NO					discharge other than for physical disability.
*2	YES	NO				(See par. 8607 or 8608.)
*3	YES	YES	YES	0-100	permanent	permanent retirement. (10 U.S.C. 1204) (See sect. 4)
*4	YES	YES	YES	0-100	may be permanent	transfer to TDRL. U.S.C. 1205) (See sect. 5)
*5	YES	YES	NO	30-100	permanent	permanent retirement. (10 U.S.C. 1204) (See sect. 4)

*Table 8-3.--Eligibility Index Table for Reservists on Active Duty for 30 Days or Less, Inactive Duty Training, or 45-Days Involuntary Training for Active Duty--Continued

*Table 8-3.--Eligibility Index Table for Reservists on Active Duty for 30 Days or Less, Inactive Duty Training, or 45-Days Involuntary Training for Active Duty--Continued

	A	B	C	D	E	F
R U L E	If the disability was due to an injury or illness	And was proximate result of performing active duty	and the member has at least 20 years of active service	and the percentage of disability is	and based upon accepted medical principles the disability is	the action is
*6	YES	YES	NO	30-100	may be permanent	transfer to TDRL. (10 U.S.C. 1205) (See sect. 5.)
*7	YES	YES	NO	less than 30		discharge with Severance pay. (10 U.S.C. section 1206) See par. 8601. (Notes 1) and 2)

NOTE 1: A reservist eligible under reference (a) Title 10, U.S.C. section 1209 (has more than 20 years of qualifying Federal service) may elect to transfer to the Retired Reserve, to receive retired pay at age 60, instead of discharge with disability severance pay.

*Table 8-3.--Eligibility Index Table for Reservists on Active Duty for 30 Days or Less, Inactive Duty Training, or 45-Days Involuntary Training for Active Duty

Table 8-4.--Computing Disability Retired Pay

	A	B	C
R U L E	If the Marine is being	take the higher monthly basic pay (note 1)	and multiply by the higher value of service or disability
1	Permanently retired (10 U.S.C. 1201 or 1204)	(1) of the highest temporary or permanent grade satisfactorily held	2 1/2 percent times the years of active service credited to the member or the percentage of disability on the date of retirement or transfer to the TDRL.
2	transferred to the TDRL (10 U.S.C. 1202 or 1205) (note 2)	or (2) of the grade held on the day before retirement or transfer to the TDRL	
3	removed from the TDRL permanently retired (10 U.S.C. 1210)		2 1/2 percent times the years of active service credited to the member or the percentage of disability at the time the member's name is removed from the TDRL.

NOTE 1: The monthly basic pay of a Marine who first became a member of the uniformed service after 7 September 1980, is subject to the computation in reference (a) Title 10, U.S.C. section 1407. Monthly basic pay for these Marines is computed as one thirty-sixth of the total amount of monthly basic pay which the member received (or would have received if on active duty) for any 36 months (whether or not consecutive) of active service. In the case of a Marine who has less than 36 months service, the basic pay is the total amount of basic pay received, divided by the number of months served.

NOTE 2: While on the TDRL, retired pay will not be less than 50 percent of the monthly basic pay on which the computation is made.

NOTE 3: A Regular or Reserve Marine retired from active duty by reason of physical disability may be eligible to elect either compensation from the Veterans Administration, or retired pay from the Marine Corps, or both. The total compensation received may not exceed the maximum granted by either the Marine Corps or the Veterans Administration. A retiree must waive that portion of retired pay equal to that amount received from the Veterans Administration.

Table 8-4.--Computing Disability Retired Pay

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APPENDIX A

SEPARATION PROGRAM DESIGNATOR CODES

See the Online Codes Manual for SPD Codes.

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*APPENDIX B

DETAILED INSTRUCTIONS FOR DD FORMS 214, 214WS, 214C, AND 215

*NOTE: The Document Tracking and Management System (DTMS) in Marine OnLine (MOL) will assign, log, and maintain the serial number when the DD Form 214/215 is produced in DTMS. For all others, assign a serial number for the DD Form 214 and maintain these serial numbers in either an electronic or paper log. The serial number must consist of three elements: command UIC, four-digit calendar year, and at a minimum, a four-digit consecutive number, e.g. "SER: 54883-2002-0001."

*The log will consist of, at a minimum, the DD Form 214 serial number, the name of the Marine being discharged/separated, effective date of discharge or separation, full name, Electronic Data Interchange Personal Identifier (EDIPI), and printed name of preparer. Per reference (a) SECNAVINST M-5210.1, the log will be maintained at the activity for two years. Commands are authorized to add additional elements as required.

B001. Detailed Preparation Instruction for DD Forms 214/214WS/214C. The paragraphs below reflect actual items/blocks on the DD Forms 214 and 215. Documents prepared in DTMS will be auto-populated using system-generated text, numbering, and dates; there is no requirement to change these formats. When using DTMS all fields may be in UPPERCASE.

NOTE: It is the responsibility of the signing official to ensure all copies of the DD Form 214, DD Form 214C, and DD Form 215 are legible. No corrections or typeovers will be made. With the issuance of the Aug 2009 version of the DD Form 214, 214C, and 215 and the implementation of the electronic DD Form 214, 214C, and 215, the Feb 2000 version is no longer authorized for use.

*1. LAST NAME - FIRST NAME - MIDDLE NAME. Enter full name in order indicated without punctuation, except as indicated below. Also include, when applicable, "Jr.", "Sr.", "II", etc., following the middle name. Where there is no middle name or initial, nothing will be entered.

2. DEPARTMENT, COMPONENT AND BRANCH. Enter the last component in which the Marine was a member while on active duty followed by a hyphen and the component code as published in the Manpower Codes Lookup Guide. Example: USMC-11, FMCR-A1, USMCR-K4, etc.

3. SOCIAL SECURITY NUMBER. Enter the SSN in the same sequence as shown on the Marine's social security card, less hyphens, in the blocks provided, e.g. "888 88 8888".

*4a. GRADE, RATE OR RANK. Enter the abbreviation for the rank in which separated. Refer to chapter 6 of reference (i) MCO P1070.12K.

4b. PAY GRADE. Self-explanatory.

5. DATE OF BIRTH. Enter the date in year, month, and day (YYYYMMDD) sequence. Single digits will be prefixed by a zero. For example, enter "7 November 1952" as "19521107".

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6. RESERVE OBLIGATION TERMINATION DATE. Enter the YYYYMMDD the Marine's Reserve obligation ends. For Marines who would normally have a reserve obligation remaining, but who are being discharged under other than honorable conditions, enter the date of discharge. For Marines with no Reserve obligation, enter "00000000".

7a. PLACE OF ENTRY INTO ACTIVE SERVICE. Enter city, state, and ZIP code where Marine entered active service.

7b. HOME OF RECORD AT TIME OF ENTRY. City and State, or complete address if known. Self-explanatory.

*8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND. Enter the last unit or similar element to which assigned for duty rather than the element of which a Marine was a part while moving to a separation point. The title of the organization will be recorded precisely as indicated in the service record. For this purpose, Marines who are joined by an organization for record or administrative purposes; i.e., hospitalization or medical reasons, administration of discipline, awaiting transportation or in transit from overseas units to the CONUS for separation are all considered as being in movement to a separation point. Therefore, a Marine could have been accounted for by a separating activity for an extended period of time while awaiting final disposition; however, if the Marine is never officially assigned to a chargeable T/O billet in the separating activity, the time spent at the separating activity is not reflected as the last duty assignment.

*8b. STATION WHERE SEPARATED. Enter the Installation Personnel Admin Center (IPAC) or Personnel Admin Center (PAC) unit title and the Admin Reporting Unit Code (ARUC) or Reporting Unit Code (RUC). Use the RUC unit title and RUC only when the organization does not fall under an IPAC/PAC for reporting.

*9. COMMAND TO WHICH TRANSFERRED. When a Marine is discharged and there is no further obligated service to the Marine Corps or Marine Corps Reserve, enter "N/A". For Marines released from active duty with additional obligated service (IRR), enter the title and RUC of the Reserve organization transferred to; i.e., "Commander, Marine Forces Reserve, 2000 Opelousas Ave., New Orleans, LA 70146-5400 RUC 36005". For Marines transferred to the FMCR, Retired List, or PDRL Retirement enter "CMC (MMRP-20)". For TDRL Retirement enter "CMC (MMRP-16)".

10. SGLI COVERAGE. Enter the amount or place an "X" in the box indicating no SGLI coverage.

*11. PRIMARY SPECIALTY NUMBER. Enter the Marine's military occupational specialty (MOS) followed by the English description and the number of years and months the Marine held the MOS, e.g., "0111, Administrative Specialist, 3 years 11 months". If the Marine is assigned an additional MOS and has held the additional MOS for one year or more, the additional MOS information will be entered below the primary MOS data.

*12. RECORD OF SERVICE. See paragraph 1202.

a. DATE ENTERED ACTIVE DUTY THIS PERIOD. The date entered (YYYYMMDD)

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will be the date of enlistment for the earliest period of continuous active service for which a DD Form 214 was not previously issued.

b. SEPARATION DATE THIS PERIOD. Self-explanatory (YYYYMMDD).

c. NET ACTIVE SERVICE THIS PERIOD. Enter the net active service in number of years, months, and days, e.g., 06 11 29 during the current continuous active service period. Computation will be based on a 30-day month; use of a julian date calendar is not authorized for computing net active service. These figures represent total active service less time lost as defined in current directives. Months and days should never exceed 11 and 29, respectively.

*d. TOTAL PRIOR ACTIVE SERVICE. Enter all prior active service in number of years, months, and days, e.g., 06 11 29. If the Marine has no prior active service enter zeros, e.g., "00 00 00". Months and days should never exceed 11 and 29 respectively.

e. TOTAL PRIOR INACTIVE SERVICE. Enter the total prior inactive service in number of years, months, and days, e.g., 06 11 29. If the Marine has no creditable prior inactive service, enter "00 00 00". Months and days should never exceed 11 and 29 respectively. After 31 December 1984, service within the Marine Corps Delayed Entry Program (DEP) is not creditable service.

*f. FOREIGN SERVICE. Enter all time spent on foreign service during the continuous active service period. Foreign service is defined as service performed outside the fifty United States or its territories (American Samoa, Northern Marianas Islands, Guam, Puerto Rico, and U.S. Virgin islands). Service in a foreign country constitutes foreign service even if the service is part of a deployment including deployments in support of contingency operations. The Veteran's Administration may provide additional benefits based on foreign service. If the Marine has no foreign service, enter "00 00 00". Foreign service periods can be computed by utilizing MCTFS screens, D130 (chronological record), D179 (individual location), D128 (crisis code), D913 (hardship duty pay), D142 (operation history), and D977 (combat tax history).

*g. SEA SERVICE. Enter time spent on sea service (career sea pay data) during the current continuous active service period. Sea service entitlement criteria and computation instructions are contained in MCTFS Prium. If the Marine has no sea service, enter "00 00 00". A Marine cannot earn credit for sea service and foreign service simultaneously. For example, a Marine on deployment with a MEU would earn sea service credit for time spent afloat, and would earn foreign service credit for time spent ashore in Afghanistan. Sea service can be found on MCTFS screen D963 (career sea duty history).

*h. INITIAL ENTRY TRAINING. Enter the service time in Recruit Training, Marine Combat Training, or School of Infantry Training only. Do not include time spent at Officer Candidate School, The Basic School, or other MOS schools.

*i. EFFECTIVE DATE OF PAY GRADE. Enter the effective date (YYYYMMDD) of promotion to the present pay grade.

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*13. DECORATIONS, MEDALS, BADGES, COMMENDATIONS, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED. Enter decorations, medals, badges, citations, and campaign ribbons awarded or authorized for all periods of service (including those on previous DD Forms 214) for every issuance of a DD Form 214. If no decorations were awarded or authorized, enter "none". Awards can be found on MCTFS screen D143.

*14. MILITARY EDUCATION. To assist the separated Marine in employment placement and job counseling, formal service training courses successfully completed during the period covered by the form will be listed in this block. Include medical, electronics, supply, administration, personnel, heavy equipment operations, PMOS or AMOS producing courses and resident courses that are academically accredited such as, Command and Staff College, Top Level School, Defense Language Institute and post graduate-degree granting courses. Training courses for combat skills will not be listed. Recruit training, SNCO Academy courses, Officer Candidate School, Warrant Officer Basic Course, and The Basic School will not be listed. Nonresident PME courses will not be listed. MCI, correspondence, and distance learning courses will not be listed. See the current Guide to the Evaluation of Educational Experiences in the Armed Services for commonly accepted course titles and abbreviations. For all other proof of education, provide the Marine with a Verification of Military Experience and Training (VMET), DD Form 2586.

*15a. COMMISSIONED THROUGH SERVICE ACADEMY. Self-explanatory. Enter "No" for enlisted.

*15b. COMMISSIONED THROUGH ROTC SCHOLARSHIP. Self-explanatory. Enter "No" for enlisted.

*15c. ENLISTED UNDER LOAN REPAYMENT PROGRAM. Self-explanatory. Enter "No" for enlisted.

*16. DAYS ACCRUED LEAVE PAID. The separation authority will document the total amount of lump sum leave (LSL) paid during the period covered by the DD Form 214. Leave days paid will be the sum of LSL sold upon separation and any other LSL settlements which occurred during the period of the DD Form 214 (i.e. reenlistment) or by other means of positive verification of the actual number of days lump-sum leave (LSL) settlement paid by the disbursing officer. Entries for this item will be made as follows:

*a. If no LSL settlement is due, enter the word "None".

*b. If the amount of LSL actually paid at the time of discharge is different than the amount previously documented in block 16, the separation authority will issue a DD Form 215 to document the corrected amount paid. See subparagraph 1202.5g. The total LSL paid during the period covered by the DD Form 214 will be entered. (i.e. A Marine reenlists at the end of their first enlistment and sells 30.0 days LSL. No DD form 214 is issued due to continuous active service. At the end of their career they sell back the remaining 30.0 days of LSL for a total of 60.0 days. The amount of LSL to be entered in block 16 of the DD Form 214 is "60.0 days LSL"). Paragraph 1202.5.e applies.

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17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION. Self-explanatory.

*18. REMARKS. Continue in this space items that cannot be completed within the space provided. For electronic versions other than DTMS, include the serial number of the DD Form 214. Cross-reference must be used to indicate the item being continued, e.g., "Item 14 CONT". If additional space is required, enter the words "Continued on DD Form 214C". The continuation sheet must reference: the DD Form 214 being continued; the information from blocks 1 through 4; the appropriate block(s) being continued; the Marine's signature and date; and the authorizing official's signature. No entries may be made on the back of the form. Include the following mandatory comments:

*a. For Marines who have previously reenlisted without being issued a DD Form 214, and who are being separated with any discharge characterization except honorable, the following statement shall appear as the first entry in item 18: "CONTINUOUS HONORABLE ACTIVE SERVICE FROM (applicable date) TO (applicable date)". The "FROM" date shall be the date of initial entry into active duty or the first day of service for which a DD Form 214 was not previously issued, as applicable. The "TO" date shall be the date before commencement of the current enlistment.

*b. Participation in contingency operations. Marines assigned Temporary Additional Duty (TAD) to a contingency operation area will also be credited with contingency operation participation on their DD Form 214. Contingency operation participation can be determined from MCTFS screens D128 and D142.

*(1) International contingency operations will be recorded in the following sequence: name of operation, country, from date - to date of participation. E.g., "Marine participated in Operation Enduring Freedom, Afghanistan, 20040301-20040901".

*(2) Domestic contingency operations will be recorded in the following sequence: name of operation, state, from date - to date of participation. E.g., "Marine participated in Joint Task Force Katrina, Louisiana, 20050829-20051117".

*c. For the purpose of reemployment rights, all extensions of service, except extensions to make good time lost (reference (a) Title 10, U.S.C. 972), are considered to be at the request and for the convenience of the Government. In cases where extensions have been executed and served, item 18 will be annotated as follows: "Extension of service was at the request and for the convenience of the Government."

*d. If information for any item is not available when the form is prepared and delivered to the separating Marine, a remark will be entered in this item as follows: "Information for item(s) (applicable item(s)) not available at time of completion. A DD Form 215 will be issued when missing information becomes available." See subparagraph 1201.4.a.

*e. Comply with DFAS-KC 7220.31, Marine Corps Total Force System Automated Pay Systems Manual, for the recording of: separation pay; readjustment pay; contract cancellation pay and allowances; disability

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severance pay; severance pay; and payment of Voluntary Separation Incentive/Special Separation Bonus/Voluntary Separation Pay.

*f. Enter the following remarks as appropriate:

- (1) Accepted Regular commission/warrant.
- (2) Not available for signature.
- (3) Separating Marine refused to sign form.
- (4) Good Conduct Medal period commences (YYYYMMDD).

(5) For Marines retiring or transferring to the FMCR from active duty, enter: "Subject to active duty recall by Service Secretary."

(6) For Marines being transferred to the Individual Ready Reserve, enter: "Subject to active duty recall and or annual screening. This is not a final discharge."

(7) Certain Marine Corps orders require entries under "Remarks". Ensure they are made.

(8) Non-creditable Delayed Entry Program time (1 Jan 1985 and later).

(9) For Marines who elect, an email address and telephone number to allow contact by agencies receiving copies of the DD Form 214 may be entered in Block 18.

*g. When a discharge is upgraded per BCNR or NDRB authority, the DD Form 214 will be annotated on copies 2 through 8 in item 18 to indicate the character of service has been upgraded; the date of the application for upgrade; and the effective date of the corrective action. Annotate item 18 as follows:

- (1) "10 USC 1552" (for BCNR)
- (2) "10 USC 1553" (for NDRB)

*h. When a Reservist is released from active duty and is entitled to travel time, enter the actual date the Reservist was detached from the separation activity and the number of days travel time added to determine the effective date of release from active duty entered in item 12b; e.g., "Date detached separation activity: YYYYMMDD; _____ days travel time."

*i. If the Marine is released from active duty or is discharged and enlists/reenlists in the Marine Corps Reserve, insert the following statement: "While a member of the Marine Corps Reserve, you will keep the Commander, Marine Forces Reserve (Toll free 1-800-255-5082) informed of any change of address, marital status, number of dependents, civilian employment, or physical standards."

*19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code). Information for this item shall be obtained by interview with the Marine being separated.

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Complete home address where the Marine intends to reside permanently following separation. If unsure of address, use the permanent mailing address shown on the DD Form 11060.

19b. NEAREST RELATIVE (Name and address, including ZIP Code). Information for this item shall be obtained by interview with the Marine being separated. Indicate name, relationship, and complete mailing address of the relative residing nearest to the Marine's mailing address indicated in item 19a.

*20. MEMBER REQUESTS COPY 6 BE SENT TO (SPECIFY STATE) OFFICE OF VETERANS AFFAIRS. Complete by entering an "X" in the "YES" or "NO" block of this item. If "YES" block is marked, complete by entering the State name or two-letter abbreviation in the space provided. Appendix F lists the addresses of State offices for receipt of the DD Form 214. Appendix G contains the addresses Regional VA offices for receipt of the DD Form 214. Enter "NO" for Marines continuing on active service immediately after separation.

*20a. MEMBER REQUESTS COPY 3 TO BE SENT TO THE CENTRAL OFFICE OF THE DEPARTMENT OF VETERAN'S AFFAIRS (WASHINGTON, DC). Send a duplicate of Copy 3 to the Central Office if requested. Enter "NO" for Marines continuing on active service immediately after separation.

*21a. MEMBER SIGNATURE. The Marine being separated will sign all copies in black ink or with authorized electronic signature. In the event DD Form 214C is used, the Marine's signature and date are also required on all copies of the DD Form 214C. If not available for signature or if the Marine refuses to sign, enter "See Remarks" and enter in item 18 a brief statement to indicate such.

*21b. DATE. Enter the date the DD Form 214 was signed by Marine in (YYYYMMDD) format.

*22a. OFFICIAL AUTHORIZED TO SIGN. (Typed name, grade, title, signature) Commanders or IPAC directors shall appoint in writing an E7, GS7 equivalent or above as the "Official Authorized to Sign". Document in writing the non-availability of a person in the required grade if assigning a lower grade individual who shall not be lower than an E5 or GS5 equivalent. The authorizing official will, in black ink or electronically, sign the DD Form 214 ensuring that the signature is legible on all copies. Typographical strikeovers on the original and copies of the form make it unreadable by the recipient and must be avoided. Any unavoidable corrections and changes made in the unshaded areas of the form during preparation shall be neat, legible, and initialed on all copies by the authorizing official. In the event a DD Form 214C is used, the issuing agent's signature is also required on the DD Form 214C and all copies.

*22b. DATE. Enter the date the DD Form 214 was signed by the authorizing official in (YYYYMMDD) format.

23. TYPE OF SEPARATION. Enter one of the following:

- a. Discharged.
- b. Transferred to the FMCR.

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- c. Temporarily retired.
- d. Retired.
- e. Released from active duty.
- *f. Released from Active Duty for Training (in the case of a Reservist).
- g. Entry level separation.

24. CHARACTER OF SERVICE. Enter in CAPITAL LETTERS the appropriate character of service. If significant negative aspects of a Marine's conduct or performance outweigh positive aspects of the Marine's military record, a commander, who must be the separation authority, may assign a GENERAL (UNDER HONORABLE CONDITIONS) character of service, regardless of the Marine's rank. See paragraph 1004 for those requirements.

- a. HONORABLE.
- b. GENERAL (UNDER HONORABLE CONDITIONS).
- c. UNDER OTHER THAN HONORABLE CONDITIONS.
- d. UNCHARACTERIZED.
- e. BAD CONDUCT.
- f. DISHONORABLE.

*When doubt exists as to the correct "Character of Service," request instructions from the CMC (MMSR-3). When a discharge is upgraded, a new DD Form 214 will be issued and a remark made in item 18 of copies 2 through 8 indicating that the "Character of Service" has been upgraded. In the event an administrative error is made in the characterization of a Marine's discharge, the DD Form 214 should be cancelled and a new one issued.

*NOTE: The Online Codes Manual provides and aligns separation authority, separation code and narrative reason.

*25. SEPARATION AUTHORITY. The separation authority is the specific paragraph cited from the appropriate chapter of this manual which by law or policy permits the Marine Corps to separate an individual from a term of service with the Marine Corps or Marine Corps Reserve. Enter the abbreviation "MARCORSEPMAN" and the specific authority paragraph for the type of separation. Refer to the Online Codes Manual.

*26. SEPARATION CODE. The separation program designator (SPD), or separation code, is a four position alphanumeric code which reflects the specific authority for the type of separation. The CMC (MMSR-3) will provide the code for career designated officer separations and CMC (MMOA-3) for non-career designated officer separations. Refer to the Online Codes Manual for enlisted separations, unless otherwise directed by the CMC.

*27. REENTRY CODE. The codes listed in Appendix I provide information on eligibility for reenlistment in the Marine Corps or Marine Corps Reserve.

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For Marine officers and Reservists released from Initial Active Duty for Training, complete by entering "NA". For all other enlisted Marines, both regular and reserve, enter the appropriate code as shown in Appendix I, or as directed by CMC, MMEA.

*28. NARRATIVE REASON FOR SEPARATION. This is a brief statement describing the circumstances of the termination. The Online Codes Manual provides the narrative reason that must be used verbatim (**Do not use the English Description in MCTFS Table 5 for the entry in this Block**).

*29. DATES OF TIME LOST DURING THIS PERIOD. This item applies only to the current continuous period of active duty. Complete by recording for each period of lost time, the number of days computed on a day for day basis within parentheses followed by the inclusive dates; e.g., "(37) 20000329-20000504". This item will not be left blank. If there is no time lost period to record, enter "None".

*30. MEMBER REQUESTS COPY 4. If the Marine desires the statutory or regulatory authority for separation, reenlistment code, SPD code, and the narrative reason for separation, the member will so indicate by initialing item 30. Copy 4 will be provided to all Marines regardless of their signature in this Block.

*B002. Distribution Instructions. Distribution of the DD Form 214 will be made as indicated below. To provide for immediate distribution of copy 6, the mailing addresses of the State Directors of Veterans Affairs are provided in Appendix F. The command must ensure all copies of the DD Form 214 and DD Form 215 are distributed to their **designated** federal and state agencies within 5 working days following the effective date of separation.

*1. DD Form 214

*a. Copy No. 1 (Original). All separating active duty and demobilized Marines must be given their signed DD Forms 214, copies 1 and 4, on the earlier date of (1) the effective date of separation or (2) the date PTAD, terminal leave (including PDMRA if applicable), and authorized travel time commence and the Marine permanently departs the command. After the delivery of the DD Form 214, should subsequent events occur prior to the EAS that invalidate the EAS, separation code, or characterization of service, for example, death, misconduct, etc., commands must correct or cancel the DD Form 214 by issuing a DD Form 215 and distributing the copies immediately.

*b. Copy No. 2 (HQMC)

Forward this copy to:

Commandant of the Marine Corps (MMRP-20)
Headquarters, U.S. Marine Corps
2008 Elliot Road
Quantico, VA 22134-5030

If copy 2 is scanned to the ESR destroy upon verification of processing.

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c. Copy No. 3

(1) Forward this copy to:

Department of Veterans Affairs
Austin Information Technology Center
1615 East Woodward Street
Austin, TX 78772-0001

(2) For Marines being separated and transferred to a VA Hospital, a reproduced copy will accompany the copies of the clinical and treatment records forwarded to that hospital.

* (3) For Marines who complete VA Form 21-526, Veterans Application for Compensation or Pension at Separation from Service, a reproduced copy will accompany the copies of the health record (less cover) when they are forwarded to the VA Regional Office with jurisdiction over the Marine's permanent address. However, in those cases where the Marine is being transferred to the Temporary Disability Retired List (TDRL), the original health record along with the SRB or OQR must be sent to the CMC (Code MMRP-16) per paragraph 8302.2 of this Manual and a copy of the health record provided to the VA Regional Office with jurisdiction over the Marine's permanent address. Once the health record has been added to the Marine's Official Military Personnel File by MMRP-16, the original paper copy will be forwarded to the Department of Veterans Affairs. It should be stressed to the Marine who plans to apply for veterans compensation or pension that faster processing generally may be expected if the application is completed at the time of separation. See Appendicies F and G for jurisdiction and address.

* (4) When the Marine is enlisting or reenlisting in an active duty status or otherwise continuing on active duty in another status, copy 3 will not be forwarded to the VA; it may be given to the Marine or destroyed.

(5) A reproduced copy of the DD Form 214 (Copy 4) will also be placed in the closed out Health Record prior to forwarding per MCO P1070.12, table 4-1.

*d. Copy No. 4. All separating active duty and demobilized Marines must be given their signed DD Forms 214, copies 1 and 4, on the earlier date of (1) the effective date of separation or (2) the date PTAD, terminal leave (including PDMRA if applicable) and authorized travel time commence and the Marine permanently departs the command.

*e. Copy No. 5. Forward this copy to:

U.S. Department of Labor
Federal Claims Control Center
P.O. Box 785070
Orlando, FL 32878-5070

*f. Copy No. 6. If the Marine has marked the "YES" block in item 20 and indicated the appropriate State, this copy will be forwarded to the VA for the State stipulated. Otherwise, destroy this copy. Mailing addresses for the State, Regional and the Central VA offices are in Appendix G.

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*g. Copy No. 7

*(1) If the Marine's service record has been converted to the ESR copy 7 must be destroyed.

(2) In all other cases, file copy 7 of the DD Form 214 to the document side of the service record.

*h. Copy No. 8

*(1) Marines being transferred to inactive duty whose records will be forwarded to the Commander, Marine Forces Reserve. Insert this copy on the document side of the service record for concurrent forwarding. If the Marine's service record has been converted to the ESR copy 8 must be destroyed.

*(2) For Reservists being released from active duty and who will report to the commanding officer of an SMCR unit, insert this copy on the document side of the service record for concurrent forwarding. If the Marine's service record has been converted to the ESR copy 8 must be destroyed.

*(3) In all cases, a photocopy of the completed document will be maintained at the activity for two years.

*NOTE: Form DD 214 for Marines while in an appellate leave status will be completed by the Navy and Marine Corps Appellate Leave Activity Command (NAMALA).

2. Additional Copy Requirements. Discharged Alien Deserters. For discharged alien deserters, enter place of birth in item 18 and provide one reproduced copy of Copy No. 1 to:

U.S. Department of State
Visa Office - SCA/VO
State Annex No. 2
Washington, DC 20520-0001

This will assist the Visa Office in precluding the unwarranted issuance of visas to discharged alien deserters in accordance with DODI 1325.2.

*B003. PREPARATION OF DD FORM 215

*1. Except for the date (item 5) and items being corrected, all identification data, including name, department, component, branch, SSN, and mailing address on the DD Form 215 will be completed as they appear on the original DD Form 214. The separation date in item 12 of the original DD Form 214 being corrected must be entered into item 5 of the DD Form 215. Do not leave this item blank. Item 5 will also contain the individual serial number of the DD Form 215 being prepared. DTMS will assign the serial number when used, otherwise the serial number will consist of three elements: Reporting Unit Code (RUC), four-digit calendar year, and, at a minimum, a four-digit consecutive number, e.g. "SER: 54883-2002-001".

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*2. Corrections. The separation date on the DD Form 214 being corrected is completed by entering the date (YYYYMMDD) recorded in item 12b of the original DD Form 214. Under "ITEM NO.", enter the block number of the item(s) which is/are to be corrected or which was/were omitted when the DD Form 214 was prepared and delivered to the Marine. Under "CORRECTED TO READ", insert the corrected or missing information required. Ensure the change is explicit enough not to be misinterpreted. See example below.

<u>ITEM</u>		<u>CORRECTED TO READ</u>
4B		E5
	-or-	
13		Delete: Good Conduct Medal (2d Award) Add: Good Conduct Medal (3d Award)
	-or-	
18		Add: CONTINUOUS HONORABLE ACTIVE SERVICE FROM 20020401 TO 20060331

3. Date. Enter the date (YYYYMMDD).

4. Type the name, grade, and title of the official authorized to sign. The authenticating officer will sign directly above the typed information using black ink. Each copy of the DD Form 215 must contain a legible signature.

5. Distribution Instructions. The distribution of the DD Form 215 will be identical to the distribution of the DD Form 214 in paragraph B002.1. When distributing copies 3 and 5, every effort should be made to include a copy of the original DD Form 214. The original and copy 4, if applicable, will be forwarded to the Marine at the address shown in item 4 with instructions that the DD Form 215 should be attached to the original DD Form 214 and copy 4, if applicable.

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*APPENDIX C

CHECKLIST FOR SEPARATIONS

*I. PRE-SEPARATIONS INTERVIEW

SUBJECT	REFERENCE	DISCHARGED	RELEASED FROM ACTIVE DUTY	RETIRED/ TRANSFER TO THE FMCR
Career Planning Interview	MCO 1900.16G par. 1101.4a MCO 1040.31	YES*	YES	YES
Reenlistment Benefits	MCO 1040.31	YES*	YES	NO
Marine Corps Reserve Affiliation	MCO 1001.39K	YES*	YES	NO
Inform Member of Address of Marine Reserve Support Command	MCO 1900.16G par. 1101.4b	YES*	NO	NO
Selective Service Registration	MCO 1900.16G par. 1101.4h	No longer required. Marines are registered when enlisted or commissioned.		
Separation Medical Evaluation	MCO 1900.16G par. 1011	YES*	YES	YES
VA Dental Treatment Eligibility	MCO 1900.16G par. 1101.4e	YES	YES	YES
Conversion of SGLI	MCO P1741.11D	YES	YES	YES
Maternity Care	MCO 5000.12E	YES	YES	YES
Health Care Insurance	TRANSITION SEMINAR	YES	YES	YES
BCNR/NDRB Advice	MCO 1900.16G par. 1101.4f	YES	YES	YES
Unemployment Benefits	MCO 1900.16G par. 1101.4g	YES	YES	NO
Veterans Rights and Benefits	TRANSITION SEMINAR	YES	YES	YES
Audit Service Record	MCO P1070.12K chap. 5	YES	YES	YES

SUBJECT	REFERENCE	DISCHARGED	RELEASED FROM ACTIVE DUTY	RETIRED/ TRANSFER TO THE FMCR
Wearing of Uniform after Separation/Retirement	MCO 1900.16G par. 1101.5b MCO P1020.34G MCO P10120.28G	YES	YES	YES
Travel	MCO 1900.16G par. 1009 JFTR, Vol I chaps. 5 and 7 Online MCTIM	YES	YES	YES
Transportation	JFTR, par. 5300	YES	YES	YES
Separation/Severance and Contract Cancellation Payment (when applicable)	DODFMR Part 4	YES	NO	NO
Shipment of Household Effects (if applicable)	JFTR, Vol I chap. 5, Part D	YES	YES	YES
Allotment Stoppage	OnLine APSM	NO	NO	YES
Bonds in Safekeeping	Online APSM Request from DFAS within 60 days after separation**	YES	YES	YES
Recoupment	DODFMR, Part I, chap. 9, MCO P1900.16G par. 6108	YES/NO	NO	NO
Uniform Retention (Dependent on characterization)	MCO P10120.28F par. 1500-1501 MCO 1900.16G par. 1101.5b	YES	YES	YES
Montgomery G.I. Bill	MCO 1560.25	YES	YES	YES
Post 9/11 G. I. Bill	MCO 1900.16G par. 1101.4.i(2)	YES	YES	YES
Permanent Mailing Address	MCO 1900.16G par. 1101.4j	YES	YES	YES

* Not applicable in the case of separation/retirement by physical disability

** Bonds in Safekeeping - ensure the Marine provides an address to be recorded in Part V - Permanent mailing address of the NAVMC Form 11060:

MCO 1900.16
26 Nov 2013

Separation/Enlistment Voucher. When safekeeping bonds are not claimed within 60 days after separation, bonds are automatically mailed to the payment option election (POE) address by the Defense Finance and Accounting Service.

*II. FORMS, ORDERS AND ADMINISTRATIVE MATTERS (ENLISTED)

SUBJECT	REFERENCE	DISCHARGED	RELEASED FROM ACTIVE DUTY	RETIRED/ TRANSFER TO THE FMCR
Selective Service Registration (SSS 1 (MC) (SRS) Stock Number 0110-LF-1))-0020)	MCO 1900.16G par. 1101.4h	YES	YES	NO
Security Termination Statement	SECNAVIST 5510.30B	YES	YES	YES
DD 214 (used only in terminating active duty status) App B	MCO 1900.16G par. 1101.2a,	YES	YES	YES
DD Form 2 (Ret) ID Card	MCO P5512.11C	NO	NO	YES
DD Form 2 MC (Res) ID Card	MCO P5512.11C	NO	YES	NO
Notification to Immigration & par. 1103 Naturalization Service	MCO 1900.16G	YES	NO	NO
One copy of "Federal Benefits for Veterans and Dependents " (2011 latest version)	MCO 1900.16G par. 1101.2c(2)	YES	YES	YES
Discharge Certificate par. 1101.2b	MCO 1900.16G	YES	NO	NO
Honorable Discharge Lapel pin	MCO 1900.16G par. 1101.2c(1)	YES	NO	NO
Fitness Report MCO (sergeants and above)	P1610.7F	YES	YES	YES
Issue of Family Member ID Card, DD Form 1173	MCO P5512.11C	NO	NO	YES
Recover Family Member ID Card	MCO P5512.11C	YES	YES	YES
Family Medical Care	TRANSITION SEMINAR	YES	YES	YES
Survivor Benefits Plan (SBP)	MCO P1741.11D	NO	NO	YES
Release from Active Duty Orders (Reserve)	MCO P1001R.1K	NO	YES	YES

*II. FORMS, ORDERS AND ADMINISTRATIVE MATTERS (ENLISTED)

SUBJECT	REFERENCE	DISCHARGED	RELEASED FROM ACTIVE DUTY	RETIRED/ TRANSFER TO THE FMCR
Unit Diary Entry	OnLine MCPRIUM	YES	YES	YES
Retirement by Reason of Permanent Physical Disability Orders	MCO 1900.16G par. 8401	NO	NO	YES (PDRL ONLY)
Temporary Disability Retired List Orders	MCO 1900.16G par. 8501	NO	NO	YES (TDRL ONLY)
Closing out Service Record and Transfer of SRB/ESR, Health and Dental Records	MCO 1900.16G par. 1101.7 MCO P1070.12K par. 4001	YES	YES	YES

*III. FORMS, ORDERS, AND ADMINISTRATIVE MATTERS (OFFICERS)

SUBJECT	REFERENCE	DISCHARGED	RELEASED FROM ACTIVE DUTY	RETIRED/ TRANSFER TO THE FMCR
Selective Service Registration Form (SSS 1 (MC) (SRS) Stock Number 0110-LF-100-0020	MCO 1900.16G par. 1101.4h	YES	YES	NO
Security Termination Statement	SECNAVINST 5510.30B	YES	YES	YES
DD 2 (Ret) ID Card	MCO P5512.11B	NO	NO	YES
DD 2 MC (Res) ID Card	MCO PP5512.11B	NO	YES	YES
Recover Family Member ID Card	MCO P5512.11B	YES	YES	NO
Issue Family Member ID Card, DD Form 1173	MCO P5512.11B	NO	NO	YES
Survivor Benefit Plan (SBP)	MCO P1741.11D	NO	NO	YES
Release from Active Duty Orders (Reserve Officers)	MCO 1900.16G par. 5005	NO	YES	NO
DD 214 (used only in terminating an active duty status) App B	MCO 1900.16G par.1102.2a,	YES	YES	YES
Permanent Disability Retired List Orders par.	MCO 1900.16G 8401 (PDRL ONLY)	NO	NO	YES
Temporary Disability Retired List Orders	MCO 1900.16G par. 8501 (TDRL ONLY)	NO	NO	YES
Fitness Report	MCO P1610.7F	YES	YES	YES
Unit Diary Entry	OnLine MCTFSPRIUM	YES	YES	YES
Closing out the Service Record, Transfer of OQR/ ESR Health and Dental Records	MCO P1070.12K par. 3001 MCO 1900.16G par. 1101.7	YES	YES	YES

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*APPENDIX D

INFORMATION CONCERNING THE REGULATIONS AND PROCEDURES
OF THE BOARD OF CORRECTION OF NAVAL RECORDS (BCNR)
AND THE NAVAL DISCHARGE REVIEW BOARD (NDRB)

D001. The Board for Correction of Naval Records (BCNR), consisting of not less than three members, was established pursuant to reference (a) Title 10, U.S.C. 1552, and considers all applications properly before it for the purpose of determining the existence of an error or an injustice, and to make appropriate recommendations to the Secretary of the Navy. Petition may be made by the member or former member, or such other persons as the board determines to be competent for such purpose. The Board for Correction of Naval Records, unlike the Naval Discharge Review Board (NDRB), may review discharges awarded by a general court-martial. Other types of cases reviewed by the board include, but are not limited to: those involving requests for physical disability retirement; the cancellation of a physical disability discharge, and substituting, in lieu thereof, retirement for disability; an increase in the percentage of physical disability; the removal of derogatory material from an official record; the review of nonjudicial punishment; and the restoration of rank, grade, or rating. Also, this board will review the case of a person who is in a Reserve component and who contends that the release from active duty should have been honorable, rather than general (under honorable conditions).

The law requires that the application be filed with the Board for Correction of Naval Records within three years of the date of the discovery of the error or injustice. However, the board is authorized to excuse the fact that the application was filed at a later date, if it finds it to be in the interest of justice to consider the application. The board is empowered to deny an application without a hearing, if it determines that there is insufficient evidence to indicate the existence of probable material error or injustice to the applicant.

No application will be considered by the board until the applicant has exhausted all other effective administrative remedies afforded by existing law or regulations, and such other legal remedies as the board shall determine are practical and appropriately available to the applicant.

An application to the board for the correction of a record shall not operate as a stay of any proceedings being taken with respect to the person involved. The board will consider the applicant's case on the basis of all the material before it, including but not limited to: the application for correction filed by the applicant, any documentary evidence filed in support of such applications, any brief submitted by or in behalf of the applicant, and all available pertinent records in the Department of the Navy. The applicant's service record is but one of the records which may be considered by the board.

In cases other than denied applications, the record of proceedings of the board will be forwarded to the Secretary of the Navy, who will direct such actions as determined to be appropriate.

In connection with review of executed discharges by the Board for Correction of Naval Records, there is no law or regulation which provides that an

D002

unfavorable discharge may be changed to a more favorable discharge solely because of the expiration of a period of time after discharge during which the respondent's behavior has been exemplary. To permit relief, an error or injustice must be found to have existed during the period of the enlistment in question and the respondent's good conduct after discharge, in and of itself, is not sufficient to warrant changing an unfavorable discharge to a more favorable type of discharge.

Applications for review and explanatory matter may be obtained by writing the Board for Correction of Naval Records, Department of the Navy, Washington, DC 20370-5100.

D002. The Naval Discharge Review Board (NDRB), consisting of five members, was established pursuant to 10 U.S.C. 1553, to review, on its own motion; or upon the request of any former member of the Navy or Marine Corps; or in the case of a deceased member of the Navy or Marine Corps, upon the request of the surviving spouse, next of kin, or legal representative, or if incompetent by the member's guardian; the type and nature of final discharge to determine whether or not, under reasonable standards of naval law and discipline, the type and nature of the discharge should be changed, corrected, or modified, and if so, to decide what modification should be made. The board may also issue a new discharge in accordance with the facts presented to it.

The NDRB may review all final separations from the naval service, irrespective of the manner evidenced or brought about, except a discharge awarded by a general court-martial, or a discharge executed more than 15 years before date of review application. Such review is based on all available records of the Department of the Navy pertaining to the former member and such evidence as may be presented or obtained by the board.

NDRB has no authority to revoke any discharge; nor to reinstate any person in the military service subsequent to discharge; nor to recall any person to active duty; nor to waive prior disqualifying discharges to permit enlistment in the naval service or any other branch of the Armed Forces; nor to cancel enlistment contracts; nor to change the reason for discharge from or to physical disability; nor to determine eligibility for veterans benefits. Relevant and material facts germane to the former member concerned found by a general or special court-martial, or by a court of inquiry or board of investigation where the former member was in the status of a defendant or an interested party, as approved by the reviewing authorities, shall be accepted by the board as established facts in the absence of manifest error or unusual circumstances clearly justifying a different conclusion. Relevant and material facts stated in a specification to which the former member concerned pleaded guilty before a general or special court-martial, or where, upon being confronted by such a specification, the former member elected to request discharge for the good of the service, shall be accepted by the board as established facts in the absence of manifest error or unusual circumstances clearly justifying a different conclusion, or unless the former member shall show to the board's satisfaction, or it shall otherwise appear, that arbitrary or coercive action was taken against the member at the time, which action was not apparent to the reviewing authority from the face of the record.

*D003

The evidence before the board which may be considered in connection with a particular discharge document will normally be restricted to that which is relevant and material to the former member's particular term of Marine Corps service or during that term of Marine Corps service, or at the time of separation.

To warrant a change, correction, or modification of the original document evidencing separation from the Marine Corps, the former member concerned must show to the satisfaction of the board, or it must otherwise satisfactorily appear, that the original document was improperly or inequitably issued under standards of naval law and discipline existing at the time of the former member's original separation, or under such standards differing there from in the former member's favor which subsequent to separation, were made expressly retroactive to separations of the type and character had by the former member.

In connection with review of executed discharges by the NDRB, there is no law or regulation which provides that an unfavorable discharge may be changed to a more favorable discharge solely because of the expiration of a period of time after discharge during which the respondent's behavior has been exemplary. To permit relief, an error or injustice must be found to have existed during the period of the enlistment in question and the respondent's good conduct after discharge, in and of itself, is not sufficient to warrant changing an unfavorable discharge.

Applications for review and general information may be obtained by writing to the Naval Discharge Review Board, Washington Navy Yard, 720 Kennon Street, SE, Room 309, Washington, DC 20374-5023.

*D003. Statement of the Individual

I have been advised of the purpose and procedure for making application to the Board for Correction of Naval Records and the Naval Discharge Review Board.

I have also been advised that a discharge under other than honorable conditions resulting from a period of continuous unauthorized absence of 180 days or more, is a conditional bar to benefits administered by the Veterans Administration, notwithstanding any action by the Naval Discharge Review Board.

Marine's Signature

Date

Witness Signature

Date

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* APPENDIX E

AUTOMATED PROCESSING OF SEPARATION AND RETIREMENTS UNDER THE
MARINE CORPS TOTAL FORCE SYSTEM (MCTFS)

E001. SCOPE. These procedures apply to all Marines, officer and enlisted, serving in the Regular Marine Corps, and to members of the Marine Corps Reserve. It also applies to Marines on the Retired list, on the Reserve Retired List Awaiting Pay at Age 60, in the Fleet Marine Corps Reserve (FMCR), and on the Temporary/Permanent Disability Retired List (TDRL/PDRL). For the purposes of this appendix, the term "separation" includes retirements and transfers to the FMCR, TDRL and PDRL, unless specified otherwise.

E002. PURPOSE. To provide procedures for effecting separations for Marines of the Regular and Reserve components and to support the Defense Retiree and Annuitant Pay System (DRAS). Noncompliance with these procedures can result in non-payment of retired pay to retired Marines. Additionally, procedures are provided for effecting separations and retirements for Marines of the Regular and Reserve components, per pertinent paragraphs of this Manual. Accordingly, it is imperative that commanders fully understand the impact of DRAS on the quality of life of retired Marines and their families.

E003. BACKGROUND

1. On 18 June 94, the Retired Pay and Personnel System (RPPS) resident at the Defense Finance and Accounting Service, Kansas City Center (DFAS-KC), Retired Pay Division (Code FJR) was frozen and all existing retired Marine and Survivor Benefit Plan (SBP) annuitant pay accounts underwent conversion to DRAS.

2. Effective 1 August 94, DFAS-KC (FJR) transferred responsibility for the processing and payment of retired Marines and SBP annuitants to DFAS, Cleveland Center (DFAS-CL) and DRAS, Denver Center (DFAS-DE), respectively.

*3. Retired Marine pay accounts will be maintained in the Retiree and Casualty Pay System (RCPS) at DFAS-CL and SBP annuitants in the Annuitant Pay System (APS) at DFAS-CL. Data on retired Marines and SBP annuitants will be transmitted electronically via an extract from the Marine Corps Total Force System (MCTFS). DRAS information will, in turn, be fed back to MCTFS and the two systems will be periodically reconciled.

4. During Software Release 2-94, MCTFS was modified to incorporate necessary separation and retirement information and screens were created in the MCTFS menu under option "RETM" in the KC menu. All the data necessary to establish a retired pay account at DFAS-CL will be resident in MCTFS.

5. Security Access. Personnel who require on-line access to DRAS should contact their local terminal area security officer (TASO) or HQMC (MMSR-7) at DSN 278-9317/9318 or 1-800-715-0968 for further information and access authorization.

6. Changes to MCTFS in support of DRAS were disseminated via MCTFS Test Cycle Notice 1-94.

E004. ADMINISTRATION. Below is a brief summary of the process.

1. General

a. All requests for separation for both Regular and Reserve Marines, which do not require waiver of eligibility criteria, will be submitted via unit diary 4 to 14 months from the desired date of separation. A request run on the unit diary does not ensure receipt by the CMC. Requests for waiver of the established criteria per pertinent chapters of this Manual must be submitted via separate correspondence.

b. The CMC will "acknowledge receipt" by providing a unit diary advisory to the requesting unit, indicating a request has been received and is in staffing, i.e., pending. If this advisory is not received within 10 working days from the date of submission of the request, notify the CMC (MMSR).

c. Approval authority will be issued via the unit diary system by providing the responsible command/parent unit with an advisory in MCTFS indicating the separation has been approved. Upon receiving approval authority, issue orders using information available in MCTFS. Approval is not granted, nor is the information in MCTFS verified, until the unit diary approval advisory is received by the responsible command/parent order writing unit. All authority to release, all disapprovals, and all requests held in abeyance will be issued exclusively via the unit diary.

d. Disapprovals will be transmitted via unit diary except when the request is endorsed by a general officer. These will receive a response via separate correspondence.

e. Requests for withdrawal of a separation request, for both Regular and Reserve Marines, will continue to be submitted via separate correspondence with appropriate justification and command endorsements per pertinent paragraphs of this Manual and will be considered on a case-by-case basis.

f. Letters, certificates, and other separation documents will be forwarded by the CMC (MMSR) via separate correspondence within 10 working days of unit diary approval.

g. Commanders shall separate the Marine on the approved date and shall effect the proper unit diary transaction (the drop) within three calendar days of the separation.

(1) Each month, 10 days before the end of the month, command and parent RUC's will receive a unit diary advisory alerting them to pending retirements (includes transfer to the FMCR, PDRL and TDRL) at the end of the current month or beginning of the following month.

(2) If the unit drop transaction rejects for any reason, the unit must research the error identified and rerun the drop correctly. Any problems the unit cannot resolve should be identified to the local MISSO, and subsequently to the CMC (MMSR-7) if the problem remains unresolved. (Note: The drop transaction triggers initiation of retired pay.)

E005

h. The Retired Pay Data Form, DD Form 2656, must be completed by the Marine and spouse, if appropriate, and forwarded by the command to DFAS 30 days prior to the approved retirement date. Failure to do so will automatically enroll the Marine in SBP at full coverage.

i. Marines should be advised that once retired, they should contact the CMC (MMSR-6), Retired Services Section (1-800-336-4649) on any retiree matter of concern to them, or when they are unable to obtain necessary information/action from DFAS or any other government agency. Contact the Retired List Maintenance Section (MMSR-7 at 1-800-715-0968) for pay problems, updating address or family member information.

E005. RETM SCREENS. Eight screens are available in MCTFS containing all necessary information to issue separation and retirement orders once the approval authority is received via the unit diary from the CMC (MMSR). The information on the screens will be used in place of information formerly provided in the "authority to release" message.

1. Screen 1 (Option RT01 - Personal Information Screen). This screen provides general information on the Marine requesting action. It includes, along with other pertinent information, the appropriate:

a. Separation authority (AUTH) paragraph from this manual.

b. Planned separation program designator code (PLANNED SPD). (Note: Failure to use the planned SPD code provided by the CMC (MMSR) will result in a rejected unit diary drop transaction (TTC 378) and non-payment of the Marine.)

c. Planned characterization (PLANNED CHAR). (Note: See subparagraph E005.1b).

d. Mandatory separation/retirement (MSR) date, if applicable. This field, if populated, provides the statutory (required by reference (a) Title 10, U.S. Code) date, which is the latest possible date a Marine can lawfully retire/separate.

e. Planned reenlistment-extension-retirement date (PRR).

f. Reenlistment-extension-retirement (RER) shows the status of the request; either requested, pending, or approved.

g. Planned detachment date (PDD) indicates the date the Marine intends to depart the command.

2. Screen 2 (Option RT02 - Service Computation Data Screen). This screen provides the following service information.

a. A summary statement of service (SOS).

b. The appropriate separation or retirement law.

E005

c. This screen will also contain the bulk of information for issuance of orders for Regular Marine non-disability separations, retirements, and transfers FMCR. Portions of this screen are also used for disability separations and retirements and Reserve retirements.

3. Screen 3 (Option RT03 - Disability Data Screen). This screen provides the following disability data.

- a. Percent disability (PERCENT DSBL).
- b. Mental incompetency (MENTAL INCOMP).
- c. Combat disability (COMBAT DSBL).
- d. VA codes (VA CODES).

4. Screen 4 (Option RT04 - Reserve Data Screen). This screen provides information for issuing orders and effecting inactive Reserve separations and retirements. It includes the following data.

- a. Service computation information, e.g., anniversary date (ANNIV DATE), retirement points (TOTAL RET POINTS), total satisfactory years (TOT SAT YEARS), etc.
- b. The mandatory removal date (MAND REMOVAL DATE)
- c. Date first eligible to retire (DATE 1ST ELIG RET)
- d. RCSBP election information (RCSBP DATE, RCSBP OPTION, RCSBP TYPE CVG, RCSBP LEVEL, RCSBP AMT CVG).

5. Screen 5 (Option RT05 - Location Data Screen). This screen provides the following.

- a. Unit address.
- b. Home address.
- c. Home and work phone numbers.
- d. Military service number and prior EDIPI.

6. There is no screen 6 (RT06) option.

7. Screen 7 (Option RT07 - Career Retirement Credit Record). This screen is self-explanatory. It is for Reserve use only and is imported to the RETM screens for ease of use.

8. Screen 8 (Option RT08 - Annual Retirement Credit Record (Current Year)). Same as paragraph E005.7 above.

9. Screen 9 (Option RT09 - Annual Retirement Credit Record (Prior Year)). Same as paragraph E005.7 above.

E006

E006. DETAILED PROCEDURES. The following paragraphs provide detailed procedures and are divided into three categories of separations and retirements: (1) Regular, (2) Reserve, and (3) Disability. See reference (aw) Online MCTFSPRIUM, paragraph 5138 for submission of MCTFS requests for transfer to the FMCR, Retired List, or Reserve retirements.

1. Regular Separations and Retirements. These procedures apply to Regular officers and enlisted Marines, and those Reservists in the Active Reserve (AR) program with 20 years of creditable active service. They also apply to requests for transfer FMCR.

a. Unit diary requests which are properly entered will generate the following:

(1) An appropriate RER flag showing that the request has been accepted in the MCTFS.

(2) Service computations based on what is resident in MCTFS. This computation is not validated until audited by the CMC (MMSR) and an approval transaction has posted.

(3) Units must be careful to enter the correct TTC to reflect the requested action, e.g., resignation requests can be submitted with or without a Reserve commission. If an officer has obligated service remaining, a Reserve commission must be executed to complete that obligation, unless needs of the service dictate otherwise.

b. Once the request is received by the CMC (MMSR), a "request pending" transaction will be enter by the CMC.

(1) This transaction will:

(a) Post an appropriate RER flag to the RER data field in MCTFS,

(b) Post a PRR date to the PRR data field in MCTFS (may be different from the date requested), and

(c) Issue feedback on the parent reporting unit code's (RUC's) DFR.

(2) The "pending" RER flag is the CMC's "acknowledge receipt" of the action requested.

(3) Once the unit sees that a request has posted to the diary, if a pending RER flag is not received back on the parent RUC's DFR within 10 working days, the unit should immediately contact the CMC (MMSR). A requested action posting on the parent unit's DFR does not implicitly indicate similar posting on the CMC's DFR. Accordingly, working the DFR for errors and follow-up action on requests is critical.

c. Approval Authority/Authority to Release. The "authority to release" is issued via unit diary. The data to be used to produce orders per appropriate figures in this Manual can be found in the RETM screens. In some cases authority will be issued via naval message or separate correspondence.

- (1) The approval authority granted by the CMC will:
 - (a) Be transmitted via unit diary approval transaction;
 - (b) Post an appropriate RER flag in MCTFS;
 - (c) Post the approved date to the PRR data field in MCTFS (may be different from the date requested);
 - (d) Validate all service information;
 - (e) Provide a flow-through history statement granting approval of an extension of enlistment, when required to reach the PRR date; and
 - (f) Send a skeleton record to the DFAS-CL advising them of the upcoming action (retirements and transfers FMCR only).
- (2) For Regular officer retirements and enlisted 30 year retirements, the PRR date is the first day on the Retired List. The PRR minus 1 day is the last day of active duty and the day (at midnight) on which all active duty pay and allowances terminate.
- (3) For enlisted transfers FMCR, the PRR date is the last day of active duty and the day (at midnight) on which all active duty pay and allowances terminate.
- (4) For Reserve (AR) retirements, the PRR date is the first day on the Retired List. The PRR minus 1 day is the last day of active duty and the day (at midnight) on which all active duty pay and allowances terminate.
- (5) For all resignations, the PRR date is the last day of active duty and the day (at midnight) on which all active duty pay and allowances terminate.

d. Disapproved Requests (or Requests to Withdraw That Are Approved). This action is reported on the diary by the CMC (MMSR) and will zero all retirement related data fields in MCTFS. It will also restore the ECC date to the previous date. This transaction will also notify the DFAS-CL of the cancellation (retirements/transfers FMCR only).

e. Appropriate retirement/transfer FMCR certificates and letters will be sent via separate correspondence within 10 working days of the approval authority being issued.

2. Inactive Reserve Separations and Retirements. These procedures apply to Reserve officers and enlisted Marines in the SMCR or IRR with 20 years of qualifying service, who meet the criteria to separate or retire.

a. The unit diary TTC numbers for requesting Reserve separations and retirements have changed and are listed in the MCTFS Software Release Notice 1-94. Unit diary requests which are properly submitted will generate:

E006

(1) An appropriate RER flag showing that the request has been accepted in the MCTFS.

(2) Service computations based on data resident in MCTFS. Proper certification of the CRCR by the Marine is critical to the success of this process. This computation is not validated until audited by the CMC (MMSR-5) and an approval transaction has posted.

(3) Units must be careful to enter the correct TTC to reflect the requested action. If an officer has obligated service remaining, a Reserve commission will be required to complete that obligation, unless needs of the service dictate otherwise.

b. Once the request is received by the CMC (MMSR), a "request pending" transaction will be entered by the CMC.

(1) This transaction will:

(a) Post an appropriate RER flag to the RER data field in MCTFS,

(b) Post a PRR date to the PRR data field in MCTFS (may be different from the date requested), and

(c) Issue feedback on the parent RUC's DFR.

(2) The "pending" RER flag is CMC's "acknowledge receipt" of the action requested.

(3) Once the unit sees that a request has posted to the diary, if a pending RER flag is not received back on the parent unit's DFR within 10 working days, the unit should immediately contact the CMC (MMSR-5). A requested action posting on the parent unit's DFR does not implicitly indicate similar posting on the CMC's DFR. Accordingly, working the DFR for errors and follow-up on requests is critical.

c. Approval Authority/Authority to Release. The "authority to release" is issued via unit diary. The data to be used to produce orders per appropriate figures in this Manual can be found in the RETM screens. In some cases authority will be issued via naval message or separate correspondence.

(1) The approval authority granted by the CMC will:

(a) Be transmitted via a unit diary approval transaction;

(b) Post an appropriate RER flag in MCTFS;

(c) Post the approved date to the PRR data field of MCTFS (may be different from the date requested); and

(d) Unless a Marine is drilling up until the 60th birthday, a skeleton record will not be sent to the DFAS-CL advising them of the upcoming retirement until receipt of a request to retire with pay at age 60 is received from the Marine by the CMC (MMSR-5).

E006

(2) The PRR date for retirement with pay is the 60th birthday which is the first day on the Retired List.

(3) The PRR date for retirement awaiting pay at age 60 is the first day of the month, and is also the first day on the Retired List Awaiting Pay.

(4) For all inactive Reserve resignations, the PRR date can be effected on any day the member is under valid contract or extension agreement.

d. Disapproved Requests (or Requests to Withdraw That Are Approved). This action is run on the diary by the CMC (MMSR) and will zero all retirement-related data fields in MCTFS. It will also restore the ECC date to the previous date. This transaction will also notify DFAS-CL of the cancellation (retirement with pay at age 60 only).

e. Appropriate retirement certificates and letters will be sent via separate correspondence within 10 working days of the approval authority being issued.

3. Disability Separations and Retirements. These procedures apply to all officers and enlisted Marines being retired or separated by reason of disability.

a. The unit diary TTC numbers for processing disability separations and retirements are new and are listed in the MCTFS Test Cycle Notice 1-94. Disability separation/retirement is the result of PEB processing, so no unit diary request TTC's are provided.

b. Approval Authority/Authority to Release. The "authority to release" is issued via unit diary. The data to be used to produce orders per appropriate figures in this Manual can be found in the RETM screens. In some cases authority will be issued via naval message or separate correspondence.

(1) The approval authority granted by the CMC will:

- (a) Be transmitted via unit diary approval transaction;
- (b) Post an appropriate RER flag in MCTFS;
- (c) Post an approved date to the PRR data field of MCTFS (This date may be different from the date requested.);
- (d) Provide necessary disability information; and
- (e) Send a skeleton record to the DFAS-CL advising them of the upcoming action (retirements only).

(2) For all disability separations and retirements for Regular and Reserve Marines, officers and enlisted, the PRR date is last day on active duty (midnight) on which all active duty pay and allowances terminate.

E007

c. Appropriate retirement/separation certificates and letters will be sent via separate correspondence within 10 working days of the approval authority being issued.

E007. COMMANDING OFFICER RESPONSIBILITIES

1. Enter the proper unit diary drop transaction (TTC 378) within 3 calendar days of separation per reference (aw) (Online MCTFSPRIUM: paragraph 100506 for transfer to the retired list and paragraph 100501 for transfer to the FMCR). Ensure the transaction processes without error by reviewing and taking action on your diary feedback reports. Chapter 8 of the MCTFSPRIUM addresses the cycle feedback reports (DSR - DFR - advisories/PUREX).
2. Ensure that a permanent mailing address (PMA), action dated one day prior to the drop, is entered in MCTFS for these individuals. If not action dated, the address will not be picked up by the drop entry and transferred to DFASCL. DFAS-CL, by law, cannot issue retired pay without a valid PMA.
3. At least 60 days prior to retirement, adjust all allotments to reflect the allotments and quantities the Marine desires as a retiree. Ensure allotments do not exceed projected retired pay. The Retired Pay Data Form (DD Form 2656) can no longer be used to change allotments when a Marine retires. Failure to do the preceding could result in negative net pay and allotments being stopped by the DFAS.
- *4. Forward the DD Form 2656 to DFAS, US Military Retirement Pay, P.O. Box 7130, London, KY 40742-7130 not later than 30 days prior to the retirement date. Forwarding of this form is no longer the responsibility of the individual Marine; the commanding officer is responsible for forwarding the form to the DFAS. Without the DD Form 2656, the DFAS will maximize deductions for tax purposes and for the Survivor Benefit Plan (SBP) coverage.
5. Immediately, but not later than 30 days prior to the approved separation date, notify the CMC (MMSR) if a Marine who is approved to separate will not do so on the approved date. For retiring Marines, the Marine will be dropped by the CMC absent a naval message or request by the unit for modification. This could result in overpayment/underpayment of active duty and retired pay.
6. Prior to submitting a request for separation, ensure that all time lost and constructive service time is accurately reflected in MCTFS, per the MCTFSPRIUM.

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*APPENDIX F
STATE DIRECTORS OF VETERANS AFFAIRS

ALABAMA

Director
Department of Veterans Affairs
RSA Plaza Building
770 Washington Avenue, Suite 530
Montgomery, AL 36102-1509
Phone: 334-242-5077
www.va.state.al.us

ALASKA

Commissioner
Department of Military and
Veterans Affairs
P.O. Box 5800, Camp Demnali
Fort Richardson, AK 99505-5800
Phone: 907-428-6003
www.veterans.alaska.gov

AMERICAN SAMOA

Veterans Affairs Officer
Office of the Governor
American Samoa Government
P.O. Box 8586
Pago Pago, American Samoa 96799
Phone: 684-633-4206
americansamoa.gov/departments/veterans/veterans-military-affairs-office

ARIZONA

Assistant Deputy Director
Veterans Service Division
3839 N. 3rd Street
Suite 209
Phoenix, AZ 85012
Phone: 602-255-3373
www.azdvs.gov

ARKANSAS

Director
Department of Veterans Affairs
2200 Fort Roots Drive
Building 65, Fort Roots, Room 119
North Little Rock, AR 72114
Phone: 501-370-3820
www.veterans.arkansas.gov

CALIFORNIA

Secretary
Department of Veterans Affairs
1227 O Street, Room 300
Sacramento, CA 95814-5840
Phone: 916-653-2158/1800-221-8998
www.cdva.ca.gov

COLORADO

Director
Division of Veterans Affairs Office
7465 E. 1st Avenue
Unit C
Denver, CO 80230
Phone: 303-343-1268
www.dmva.state.co.us/page/va

CONNECTICUT

Commissioner
Department of Veterans Affairs
287 West Street
Rocky Hill, CT 06067-3501
Phone: 860-616-3600
www.ct.gov/ctva

DELAWARE

Executive Director
Commission of Veterans Affairs
Robbins Building
802 Silver Lake Boulevard
Suite 100
Dover, DE 19904
Phone: 302-739-2792
veteransaffairs.delaware.gov

DISTRICT OF COLUMBIA

Chief
Office of Veterans Affairs
441 4th Street, NW Suite 570 S.
Washington, DC 20001-2714
Phone: 202-724-5454
www.dc.gov/agencies

FLORIDA

State of Florida
Department of Veterans Affairs
4040 Esplanade Way, Suite 152
Tallahassee, FL 32399
Phone: 850-487-1533
www.floridavets.org

GEORGIA

Commissioner
Department of Veterans Services
Floyd Veterans Memorial Building
Suite E-970
Atlanta, GA 30334-4800
Phone: 404-656-2300
www.sdvs.georgia.gov

GUAM

Administrator
Guam Veterans Affairs Office
P.O. Box 2950
Hagatna, GU 96932
Phone: 671-475-8388-92
<http://www.nasdva.net/group/guam>

HAWAII

Director
Office of Veterans Services
459 Patterson Road, "E" Wing
Room 1-A103
Honolulu, HI 96819-1522
Phone: 808-433-0420
<http://hawaii.gov/dod/ovs>

IDAHO

Administrator
Idaho Division of Veterans Services
351 Collins Road
Boise, Idaho 83702-4519
Phone: 208-577-2310
www.veterans.idaho.gov

ILLINOIS

Director
Department of Veterans Affairs
833 S. Spring Street
P.O. Box 19432
Springfield, IL 62794-9432
Phone: 217-782-6641
www.veterans.illinois.gov

INDIANA

Director
Department of Veterans Affairs
302 W. Washington Street
Room E-120
Indianapolis, IN 46204-2738
Phone: 317-232-3910
www.state.in.us/veteran

IOWA

Executive Director
Department of Veterans Affairs
7105 NW 70th Avenue
Camp Dodge, Building A6A
Johnston, IA 50131-1824
Phone: 515-242-5331
www.iowava.org

KANSAS

Director of Veteran Services
700 S.W. Jackson Street
Jayhawk Towers, Suite 701
Topeka, KS 66603-3743
Phone: 785-296-3976
www.kcva.org

KENTUCKY

Kentucky Department of Veterans
Affairs
Office of the Commissioner
1111B Louisville Road
Frankfort, KY 40601
Phone: 502-564-9203
www.veterans.ky.gov

LOUISIANA

Executive Director
Department of Veterans Affairs
1885 Wooddale Boulevard
Baton Rouge, LA 70804-9095
Phone: 225-922-0500
www.vetaffairs.gov

MAINE

Director
Bureau of Veterans Services
117 State House Station
Augusta, ME 04333-0117
Phone: 207-626-4464
www.maine.bvs.org

MARYLAND

Secretary
Department of Veterans Affairs
The Jeffery Building, 4th Floor
16 Francis Street
Annapolis, MD 21401-1772
Phone: 410-260-3838
Toll Free: 1 800 446 4926
www.mdva.state.md.us

MASSACHUSETTS

Commonwealth of Massachusetts
Department of Veterans Services
600 Washington Street, Suite 1100
Boston, MA 02111
Phone: 617-210-5480
<http://www.mass.gov/veterans>

MICHIGAN

Veterans Affairs Directorate
Michigan Veterans Trust Fund
3423 N. Martin Luther King Jr. Blvd
Lansing, MI 48906
Phone: 517-335-6523
www.michigan.gov/dmva

MINNESOTA

Commissioner
Department of Veterans Affairs
Veterans Service Building
20 W. 12th Street, 2nd Floor
St. Paul, MN 55155-2006
Phone: 651-296-2562
www.mdva.state.mn.us

MISSISSIPPI

Executive Director
State Veterans Affairs Board
P.O. Box 5947
Pearl, MS 39288-5947
Phone: 601-576-4850
www.vab.state.ms.us

MISSOURI

Executive Director
Veterans Commission
P.O. Drawer 147
205 Jefferson Street, 12th Floor
Jefferson City, MO 65102-0147
Phone: 573-751-3779
www.mvc.dps.mo.gov

MONTANA

Administrator
Veterans Affairs Division
1100 N. Last Chance Gulch
P.O. Box 5715
Helena, MT 59604-5715
Phone: 406-324-3741
<http://dma.mt.gov/mvad>

NEBRASKA

Director
Department of Veterans Affairs
301 Centennial Mall S., 6th Floor
P.O. Box 95083
Lincoln, NE 68509-5083
Phone: 402-471-2458
www.vets.state.ne.us

NEVADA

Executive Director
Office of Veterans Services
5460 Reno Corporate Drive
Suite 131
Reno, NV 89511
Phone: 775-688-1653
www.state.nv.us/veterans

NEW HAMPSHIRE

Director
State Veterans Council
275 Chestnut Street, Room 517
Manchester, NH 03101-2411
Phone: 603-624-9230
www.nh.gov/nhveterans

NEW JERSEY

Adjutant General
Department of Military and
Veterans Affairs
101 Eggert Crossing Road
P.O. Box 340
Trenton, NJ 08625-0340
Phone: 609-530-7062
www.state.nj.us/military/veterans

NEW MEXICO

Director
Veterans Services
Bataan Memorial Building
407 Galisteo, Room 142
Santa Fe, NM 87504
Phone: 866-433-8387
www.state.nm.us/veterans

NEW YORK

Executive Deputy Director
Division of Veterans Affairs
#5 Empire State Plaza, 28th Floor
Albany, NY 12223-1551
Phone: 518-474-6114
www.veterans.ny.gov

NORTH CAROLINA

Assistant Secretary
Division of Veterans Affairs
325 N. Salisbury Street
Raleigh, NC 27601
Phone: 919-733-3851
www.doa.state.nc.us/vets

NORTH DAKOTA

Commissioner
Department of Veterans Affairs
1929 N. Washington
4201 38th Street SW
Suite 104
Fargo, ND 58106-9003
Phone: 701-239-7165
www.nd.gov/veterans

NORTH MARIANA ISLANDS

Director
Director of Veterans Affairs
P.O. Box 503416 CK
Saipan, MP 96950-3416
Phone: 670-664-2650
www1.va.gov/vso

OHIO

Governor's Office of Veterans
Affairs Records Office
77 S. High Street, 7th Floor
Columbus, OH 43215
Phone: 614-644-0898
Toll free: 888-DVS-OHIO
www.dvs.ohio.gov

OKLAHOMA

Director
Department of Veterans Affairs
2311 N. Central Avenue
Oklahoma City, OK 73152
Phone: 405-521-3684
www.odva.state.gov

OREGON

Director
Department of Veterans Affairs
Oregon Veterans Building
700 Summer Street, NE, Suite 150
Salem, OR 97301-1285
Phone: 503-373-2388
www.oregon.gov/ODVA

PENNSYLVANIA

Department of Military and Veterans
Affairs
Office of the Deputy Adjutant
General for Veterans Affairs
Fort Indiantown Gap, Bldg. S-0-47
Annville, PA 17003
Phone: 717-861-8910
www.dmva.state.pa.us

PUERTO RICO

Department of Veterans Affairs
150 Carlos Chardon Avenue
Suite 232
San Juan, Puerto Rico 00918-1703
Phone: 800-827-1000
<http://www2.va.gov/directory/guide>

RHODE ISLAND

Assistant Director
Veterans Affairs Division
480 Metacom Avenue
Bristol, RI 02809
Phone: 401-254-8343
www.ri.gov

SOUTH CAROLINA

Director
Office of Veterans Affairs
1205 Pendleton Street, Suite 461
Columbia, SC 29201-3753
Phone: 803-734-0200
www.govoepp.sc.us/va

SOUTH DAKOTA

Director
Division of Veterans Affairs
Soldiers & Sailors Memorial
Building
425 E. Capitol
Pierre, SD 57501
Phone: 605-773-3269
mva.sd.gov/veterans_affairs.html

TENNESSEE

Commissioner
Department of Veterans Affairs
215 Rosa L. Parks Avenue
Nashville, TN 37243-1010
Phone: 615-741-2931
www.state.tn.us/veteran

TEXAS

Executive Director
Texas Veterans Commission
1700 N. Congress, Suite 800
Austin, TX 78711-2277
Phone: 512-463-6564
www.tvc.state.tx.us

UTAH

Division of Veterans Affairs
550 Foothill Boulevard, Room 202
Salt Lake City, UT 84158-0897
Phone: 801-326-2372
www.veterans.utah.gov

VERMONT

Director
Department of Veterans Affairs
118 State Street
Montpelier, VT 05620-4401
Phone: 802-828-3379
www.va.state.vt.us

VIRGINIA

Director
Department of Veterans Services
900 E. Main Street
Richmond, VA 23219
Phone: 804-786-0286
www.dvs.virginia.gov

VIRGIN ISLANDS

Director
Office of Veterans Affairs
1013 Estate Richmond
Christiansted, St. Croix
Virgin Islands 00820-4349

CENTRAL OFFICE/NATIONAL OFFICE

Department of Veterans Affairs
1772 I Street Room 605
Washington, DC 20006
Phone: 202-530-9210

See also:

<http://www.va.gov/statedva.htm>

WASHINGTON

Director
Department of Veterans Affairs
1102 Quince Street SE
P.O. Box 41150
Olympia, WA 98504
Phone: 360-725-2200
www.dva.wa.gov

WEST VIRGINIA

Director
Division of Veterans Affairs
1321 Plaza E., Suite 101
Charleston, WV 25301
Phone: 304-558-3661
www.wvs.state.wv.us/va

WISCONSIN

Secretary
Department of Veterans Affairs
P.O. Box 7843
30 W. Mifflin Street
Madison, WI 53707
Phone: 608-266-1311
www.dva.state.wi.us

WYOMING

Chairman
Veterans Affairs Commission
5500 Bishop Boulevard
Cheyenne, WY 82009
Phone: 307-772-5145

*APPENDIX G

JURISDICTION AND ADDRESSES OF VA REGIONAL OFFICES

(1-800-827-1000 NEAREST VA REGIONAL OFFICE)

<u>TERRITORY ALLOTTED TO</u>	<u>MAILING ADDRESS</u>
ALABAMA State	VA Regional Office 345 Perry Hill Road Montgomery, AL 36109
ALASKA State	Anchorage Regional Office 1201 North Muldoon Road Anchorage, AK 99504
ARIZONA State	Phoenix Regional Office 3333 North Central Avenue Phoenix, AZ 85012
ARKANSAS State plus city of Texarkana, TX	North Little Rock Regional Office 2200 Fort Roots Drive, Bldg 65 North Little Rock, AR 72114-1756
CALIFORNIA Counties of Inyo, Kern, Los Angeles, San Bernardino, San Luis Obispo, Santa Barbara and Ventura	Los Angeles Regional Office Federal Building 11000 Wilshire Boulevard Los Angeles, CA 90024
All other counties except Alpine, Lassen, Modoc and Mono which are under Reno, NV	Oakland Regional Office 1301 Clay Street Room 1300 North Oakland, CA 94612
Counties of Imperial, Orange, Riverside and San Diego	8810 Rio San Diego Drive San Diego, CA 92108
COLORADO State plus the state of Wyoming	Denver Regional Office 155 Van Gordon Street Lakewood, CO 80228
CONNECTICUT State	Hartford Regional Office P.O. Box 310909 Hartford, CT 06131
DELAWARE State	Wilmington Regional Office 1601 Kirkwood Highway Wilmington, DE 19805
DISTRICT OF COLUMBIA Entire district	Washington D.C. Regional Office 1722 I Street N.W. Washington, DC 20421

TERRITORY ALLOTTED TO

MAILING ADDRESS

FLORIDA State	St. Petersburg Regional Office 9500 Bay Pines Boulevard St. Petersburg, FL 33708
GEORGIA State	Atlanta VA Regional Office 1700 Clairmont Road Decatur, GA 30033
HAWAII All islands plus the islands of American Samoa, Guam, Wake, Midway, And Trust Territories	Honolulu Regional Office 459 Patterson Road Honolulu, HI 98619-1522
IDAHO State	Boise Regional Office 444 W. Fort Street Boise, ID 83702-4531
ILLINOIS State	Chicago Regional Office 2122 W. Taylor Street Chicago, IL 60612
INDIANA State	Indianapolis Regional Office 575 N. Pennsylvania Street Indianapolis, IN 46204
IOWA State	Des Moines VA Regional Office 210 Walnut Street Des Moines, IA 50309
KANSAS State	Wichita Regional Office 5500 E. Kellogg Wichita, KS 67218
KENTUCKY State	Louisville Regional Office 321 W. Main Street, Suite 390 Louisville, KY 40202
LOUISIANA State	New Orleans Regional Office 1250 Poydras Street New Orleans, LA 70113
MAINE State	Togus VA Medical/Regional Office Center 1 VA Center Augusta, ME 04330
MARYLAND State	Baltimore Regional Office 31 Hopkins Plaza Baltimore, MD 21201

TERRITORY ALLOTTED TO

MAILING ADDRESS

MASSACHUSETTS

All locations; except the counties of Barnstable, Dukes, Nantucket; and towns of Mansfield and Easton in Bristol, Bristol County, and Lakeville, Middleboro, Carver, Rochester, Mattapoisett, Marion, and Wareham in Plymouth County which send to Providence, Rhode Island

John F. Kennedy Federal Building
15 New Sudbury Street
Boston, MA 02203-9928

MICHIGAN
State

Detroit Regional Office
Patrick V. McNamara Federal Building
477 Michigan Avenue
Detroit, MI 48226

MINNESOTA

State except counties:
Becker, Beltrami, Clay,
Clearwater, Kittson,
Lake of the Woods, Mahnomen,
Marshall, Norman, Otter Tails,
Pennington, Polk, Red Lake,
Roseau, Wilkin
(under Fargo, North Dakota)

St. Paul Regional Office
1 Federal Drive, Fort Snelling
St. Paul, MN 55111-4050

MISSISSIPPI
State

Jackson Regional Office
1600 E. Woodrow Wilson Avenue
Jackson, MS 39216-5102

MISSOURI
State

Department of Veterans Affairs
400 S. 18th Street
St. Louis, MO 63103

MONTANA
State

Fort Harrison Regional Office
3633 Veterans Drive
Fort Harrison, MT 59636-0188

NEBRASKA
State

Lincoln Regional Office
P.O. Box 85816
Lincoln, NE 68501-5816

NEVADA
State plus counties in
Northern California: Alpine
Lassen, Modoc and Mono

Reno Regional Office
5460 Reno Corporate Drive
Reno, NV 89511

NEW HAMPSHIRE
State

Manchester Regional Office
Norris Cotton Federal Building
275 Chestnut Street
Manchester, NH 03101

TERRITORY ALLOTTED TO

MAILING ADDRESS

NEW JERSEY
State

Newark Regional Office
20 Washington Place
Newark, NJ 07102

NEW MEXICO
State

Albuquerque Regional Office
Dennis Chavez Federal Building
500 Gold Avenue SW
Albuquerque, NM 87102

NEW YORK
All counties not served by
New York City

Buffalo Regional Office
130 S. Elmwood Avenue
Buffalo, NY 14202-2478

The counties of: Albany, Bronx,
Clinton, Columbia, Delaware,
Dutchess, Essex, Franklin, Fulton
Greene, Hamilton, Kings, Montgomery,
Nassau, New York, Orange, Otsego,
Putnam, Queens, Rensselaer, Richmond,
Rockland, Saratoga, Schenectady,
Schoharie, Suffolk, Sullivan, Ulster,
Warren, Washington, Westchester

New York Regional Office
245 W. Houston Street
New York, NY 10014

NORTH CAROLINA
State

Winston-Salem Regional Office
Federal Building
251 N. Main Street
Winston-Salem, NC 27155

NORTH DAKOTA
State plus the following counties
In Minnesota:

VA Regional Office
2101 Elm Street
Fargo, ND 58102-2417

Becker Beltrami
Clay Clearwater
Kittson Lake of the Woods
Mahnomon Marshall
Norman Otter Tails
Pennington Polk
Red Lake Roseau
Wilkin

OHIO
State

Cleveland Regional Office
A.J. Celebrezze Federal Building
1240 East 9th Street
Columbus, OH 44199

OKLAHOMA
State

Muskogee Regional Office
125 S. Main Street
Muskogee, OK 74401

OREGON
State

Portland Regional Office
1220 S.W. 3rd Avenue
Portland, OR 97204

TERRITORY ALLOTTED TO

MAILING ADDRESS

PENNSYLVANIA

counties of:

Adams, Berks, Bradford, Bucks,
Cameron, Carbon, Centre, Chester
Clinton, Columbia, Cumberland,
Dauphin, Delaware, Franklin, Juanita
Lackawanna, Lancaster, Lebanon
Lehigh, Luzerne, Lycoming, Mifflin,
Monroe, Montgomery, Montour,
Northampton, Northumberland, Perry,
Philadelphia, Pike, Potter, Schuylkill,
Snyder, Sullivan, Susquehanna, Tioga,
Union, Wayne, Wyoming, York

Philadelphia Regional Office and
Insurance Center
5000 Wissahickon Avenue
Philadelphia, PA 19101

All other counties not served by
Philadelphia plus the following
Counties in WV: Brooke, Hancock,
Marshall, and Ohio. The following
international locations have been
added: All foreign countries except
Mexico, Central and South America,
the Caribbean, Canada, the
Philippines, and other Pacific
Locations under the jurisdiction of
Honolulu, Hawaii

Pittsburgh Regional Office
1000 Liberty Avenue
Pittsburgh, PA 15222

PHILIPPINES

Country

Manila Regional Office
1131 Roxas Boulevard, Ermita
0930 Manila, PI 96440

PUERTO RICO

Commonwealth of Puerto Rico
Plus the Virgin Islands

San Juan Regional Office
150 Carlos Chardon Avenue
Hato Rey, PR 00918

RHODE ISLAND

State plus the towns of
Bristol County, MA (except
Mansfield and Easton); Towns
of Lakeville, Middleboro
Carver, Rochester, Mattapoisett,
Marion, Wareham in Plymouth County,
MA; and MA counties of Dukes,
Nantucket, and Barnstable

Providence Regional Office
380 Westminster Mall
Providence, RI 02903

SOUTH CAROLINA

State

Columbia Regional Office
6437 Garners Ferry Road
Columbia, SC 29209

SOUTH DAKOTA

State

Sioux Falls Regional Office
2501 W. 22nd Street
Sioux Falls, SD 57117

TERRITORY ALLOTTED TO

MAILING ADDRESS

TENNESSEE
State

Nashville Regional Office
110 9th Avenue S.
Nashville, TN 37203

TEXAS

Counties of:

Angelina, Aransas, Atacosa, Austin,
Bandera, Bee, Bexar, Blanco, Brazoria,
Brewster, Brooks, Caldwell, Calhoun,
Cameron, Chambers, Colorado, Comal,
Crockett, DeWitt, Dimitt, Duval,
Edwards, Fort Bend, Frio, Galveston,
Gillespie, Goliad, Gonzales, Grimes,
Guadalupe, Hardin, Harris, Hays,
Hidalgo, Houston, Jackson, Jasper,
Jefferson, Jim Hogg, Jim Wells, Karnes,
Kendall, Kenedy, Kerr, Kimble, Kinney,
Kleberg, LaSalle, Lavaca, Liberty,
Live Oak, McCulloch, McMullen, Mason,
Matagorda, Maverick, Medina, Menard,
Montgomery, Nacogdoches, Newton, Nueces,
Orange, Pecos, Polk, Real, Refugio,
Sabine, San Augustine, San Jacinto,
San Patricio, Schleicher, Shelby, Starr,
Sutton, Terrell, Trinity, Tyler, Uvalde,
Val Verde, Victoria, Walker, Waller,
Washington, Webb, Wharton, Willacy, Wilson,
Zapata, Zavala

6900 Almeda Road
Houston, TX 77030

*Plus all of Mexico, Central and
South America, and the Caribbean*

TEXAS

All counties not served by
Houston except city of
Texarkana, TX (under
Little Rock, AR)

Waco Regional Office
1 Veterans Plaza, 701 Clay Avenue
Waco, TX 76799

UTAH

State

Salt Lake City Regional Office
550 Foothill Drive
Salt Lake City, UT 84158

VERMONT

State plus the country of
Canada

White River Junction Regional Office
215 N. Main Street
White River Junction, VT 05009

VIRGINIA

State

Roanoke Regional Office
210 Franklin Road SW
Roanoke, VA 24011

WASHINGTON

State

Seattle Regional Office
915 2nd Avenue
Seattle, WA 98174

TERRITORY ALLOTTED TO

West Virginia
All counties except Brooke,
Hancock, Marshall, and Ohio
(under Pittsburgh)

Wisconsin
State

Wyoming
State

MAILING ADDRESS

Huntington Regional Office
640 Fourth Avenue
Huntington, WV 25701

5400 West National Avenue
Milwaukee, WI 53214

2360 E. Pershing Boulevard
Cheyenne, WY 82001

CENTRAL OFFICE/NATIONAL OFFICE

Department of Veterans Affairs
810 Vermont Avenue, NW (009)
Washington, DC 20420

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*APPENDIX H

*Data for Payment of Retired Personnel, DD 2656 is available on the DoD Forms Program website at:

<http://www.dtic.mil/whs/directives/infomgt/forms/efoms/dd2656.pdf>

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*APPENDIX I

REENLISTMENT CODES

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-1A	Recommended and eligible	No restrictions to reenlistment. Meets all prerequisites, includes those Marines discharged at EAS while Pregnant who would otherwise be eligible.
RE-1B	Recommended, eligible and requested retention but denied retention by CMC. May only be assigned by CMC.	For corporals/sergeants with satisfactory performance records released at EAS due to ECFC.
RE-1C	Recommended and eligible career Marines meeting generally acceptable standards and denied further service.	Assigned by CMC to career Marines requesting retention who are eligible for retention, meet generally acceptable standards, and are denied further service by CMC.
RE-2A	Transferred to the FMCR prior to reaching maximum service limitations for grade.	Recommended and eligible for reenlistment at time of transfer to FMCR.
RE-2B	Retired.	Not eligible for reenlistment. For Disability or transfer to TRDL Assign RE-3P.
RE-2C	Transferred to FMCR at maximum service limitation for grade	Not eligible for reenlistment at time of transfer to FMCR.
RE-3A	Failure to meet general technical score prerequisite. Assign when single disqualifying factor.	Recommended by CO upon removal of disqualifying factor. SRB/ESR entry required stating reason for assignment. Individual Marine must sign SRB/ESR entry. CMC authority required for reenlistment.
RE-3B*	Assign when there is a military or civil record of in-service illegal drug involvement before 31 Aug 92 and there is potential for further service.	SRB/ESR entry required stating reason for assignment. Individual Marine must sign SRB/ESR entry. CMC authority required for further service.

REENLISTMENT CODES

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-3C*	When directed by CMC or when not eligible and disqualifying factor is not covered by any other code.	SRB/ESR entry required stating reason for assignment. Individual Marine must sign SRB/ESR entry. CMC authority required for reenlistment.
RE-3E*	Failure to meet education standards. Assign when single disqualifying factor only.	Recommended by CO upon removal of disqualifying factor. SRB/ESR entry required stating reason for assignment. Individual Marine must sign SRB/ESR entry. CMC authority required for reenlistment.
RE-3F*	Failure to complete recruit training.	SRB/ESR entry required stating reason for assignment, to include women Marines discharged due to pregnancy prior to completing recruit training. Individual Marine must sign SRB/ESR entry. CMC authority required for reenlistment.
RE-3H*	Hardship discharge.	Assign when discharged pursuant to paragraph 6407. SRB/ESR entry required stating reason for assignment. Individual Marine must sign SRB/ESR entry. CMC authority required for reenlistment.
RE-3N*	Pregnancy, single parenthood.	A woman Marine discharged before her EAS for pregnancy and any Marine separated while in a sole parent status. SRB/ESR entry required stating reason for assignment. Individual Marine must sign SRB/ESR entry. CMC authority required for reenlistment.

REENLISTMENT CODES

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-30*	Refused to extend or reenlist to obtain the obligated service necessary to carry out PCS or UDP.	SRB/ESR entry required stating reason for assignment. Individual Marine must sign SRB/ESR entry and have the opportunity to submit a statement. Forward signed copies of page 11 entry and statement (if any) to CMC (MMRP). Refer to MCO P1300.8. This code may only be assigned when directed by CMC and is not assigned to first-term Marines. Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special education programs, or involuntary separation pay and their names will be administratively deleted from any promotion selection list upon which they appear. CMC authority required for reenlistment.
RE-3P*	Failure to meet physical/medical standards (includes pseudofolliculitis and weight standards).	Recommended by CO upon removal of disqualifying factor. SRB/ESR entry required stating reason for assignment. Individual Marine must sign SRB/ESR entry. CMC authority required for reenlistment.
RE-3S*	The Marine is approved for voluntary separation and receives the Special Separation Benefit (SSB), lump sum payment. May only be assigned by the CMC.	Marine is recommended and eligible for reenlistment. Assigned when Marine meets eligibility criteria established announcing programs. This is a voluntary separation used to effect the military drawdown. SRB/ESR entry is required stating Marine agrees to separate between the window established and Marine must sign a written agreement to serve in the IRR for 3 years. CMC approval required for reenlistment.

REENLISTMENT CODES

<u>Code</u>	<u>When Assigned</u>	<u>Remarks</u>
RE-3V	The Marine is approved for voluntary separation and receives the Voluntary Separation Incentive (VSI), annuity payment. May only be assigned by the CMC.	Same criteria established for SSB program (above) except Marine must sign agreement to serve in the IRR or the duration of the VSI payment period.
RE-4*	Not recommended for reenlistment.	SRB/ESR entry required stating reason for assignment. Individual Marine must sign SRB/ESR entry. This code maybe assigned in lieu of any RE-3 code (except RE-3B and RE-3F) if the Marine's performance warrants and the reason can be documented.
RE-4B*	Assign when there is a military or civil record of in-service illegal drug involvement and there is no potential for further service.	SRB/ESR entry required stating reason for assignment. Individual Marine must sign SRB/ESR entry.

* Refer to the IRAM for appropriate Page 11 entry

** Note: Marines assigned a reenlistment code of RE-4 or RE-4B are prohibited from transferring to the IRR.

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*APPENDIX J

RETIREMENT PREAPPLICATION CHECKLIST

For the purposes of this checklist, "retirement" includes transfer to the Fleet Marine Corps Reserve (FMCR).

Recognizing that a Marine's twenty years or more of active service could not have been without considerable sacrifice, Headquarters, U.S. Marine Corps CMC (MMSR) is committed to assisting each Marine with making an informed decision to retire and preclude unnecessary hardship resulting from incorrect information. This checklist highlights areas that are most frequently the source of questions and problems. It is also intended to ensure that commanding officers are aware of the Marine's request to retire. If for some reason this checklist is not completed, it will not negate an otherwise qualified voluntary request to retire or transfer to the FMCR. This is an instrument to aid the Marine in planning for retirement. Upon completion, file a copy of this checklist in the Marine's service record and forward the request via unit diary or other appropriate means to CMC (MMSR). For administrative purposes, the Marine's parent command will retain the checklist until the actual retirement date.

GENERAL:

1. I understand that by applying for retirement, I:

a. Remain liable for assignments and training until my release from active duty.

b. May be approved for a date other than the date requested, as dictated by needs of the service, service limitations or the laws and policies relating to retirements.

c. May not incur a voluntary service obligation which extends beyond my requested or approved retirement date.

d. May have to reimburse the Government for the cost of advanced education equal to any un-served or unearned portion of a service commitment incurred due to advanced education assistance programs.

EFFECTS OF RETIREMENT ON PROMOTION ELIGIBILITY:

2. I understand that my request to retire has the following effects on promotion eligibility:

a. For an enlisted Marine, my request for retirement will cause my deletion from promotion eligibility. Exception: If I have twice failed selection and my EAS is after the adjournment date of the board, I may request via message to be considered for promotion while voluntarily processing for retirement. I understand that this request must be submitted to HQMC (MMSR-2 and MMPR-2) at the time I request retirement. I understand that if selected for promotion and my name is on a promotion selection list, my request for retirement or transfer to the FMCR will result in the removal of my name from that list.

RETIREMENT PREAPPLICATION CHECKLIST

b. If, in the case of an officer, I am selected for promotion after having submitted my request to retire, I understand that I must request withdrawal of my retirement or refuse the promotion in writing to CMC (MMPR). Additionally, an approved retirement date that occurs within 90 days of the convening date of a promotion board for which I am to be considered, will cause my deletion from the eligibility zone and counts as a failure of selection should I successfully withdraw my retirement at a later date.

WITHDRAWAL OF APPROVED RETIREMENT OR EXTENSION OF RETIREMENT DATE:

3. I understand that once my request for retirement has been submitted to HQMC:

a. I may NOT request cancellation of my application for retirement or modify the effective date except for one of the following reasons:

(1) For a fully documented humanitarian or hardship circumstance that has occurred since my application was submitted.

(2) In the best interest/needs of the Marine Corps. I understand that this determination will ultimately be made by HQMC and not by my present command.

b. Requests for modification or cancellation will not be favorably considered, in the event PCS orders were canceled.

*c. I can expect to retire on the date approved by CMC unless I am placed on legal or on medical hold, as authorized only by HQMC, prior to my actual retirement date. I understand that if I am at service limitations or otherwise pending mandatory retirement, a deferment for medical reasons may only be accomplished if **I HAVE A COMPLETE MEDICAL BOARD ACCEPTED BY THE PRESIDENT OF THE PHYSICAL EVALUATION BOARD OR I MEET THE REQUIREMENTS OF PARAGRAPH 1011 AND RECEIVE APPROVAL FROM CMC(MMSR).**

d. A request to modify a retirement date must be submitted with appropriate justification and command endorsements no less than 45 days prior to the approved retirement date.

TERMINAL LEAVE:

4. If I plan to request leave in conjunction with my retirement (terminal leave), I understand that:

a. I must apply for retirement to allow at least 4 months of lead time for processing of my application and issuing of orders. This lead time is to afford CMC (MMOA/MMEA/MMSR) sufficient opportunity to slate a replacement and properly process my request. Justification for a waiver to the submission time frame must be forwarded in writing.

b. Authorization for terminal leave and PTAD is not guaranteed. Terminal leave and PTAD is granted at the commander's prerogative.

RETIREMENT PREAPPLICATION CHECKLIST

c. I may not extend my approved retirement date nor does my command have the authority to extend it, solely to allow me to take terminal leave.

d. I will not commence terminal leave until I have an approved retirement date and all retirement processing is complete.

e. Departure on terminal leave constitutes my acknowledgment that all required medical and administrative requirements, have been completed.

*f. I am NOT authorized for civilian employment while on PTAD. I may hold civilian employment while on terminal leave.

RETIRED PAY COMPUTATION:

5. I have been counseled on the effect that my proposed retirement date will have on my retired pay:

a. I understand that the Defense Finance and Accounting Service, Cleveland (DFAS-CL) computes retired pay under the applicable formula established by law, according to my grade, years of service, and the applicable retirement plan (see paragraph 1402).

b. I understand that military members are paid a specific amount of basic pay when they have served one day past any longevity increase point established within each pay grade. To receive retired pay at any longevity increase point I must have completed the full number of years of service plus one day.

*c. I have reviewed and understand creditable service for retirement/FMCR and retired/retainer pay per Section 4, Chapter 1 of this Manual.

d. I fully understand that I may not extend my retirement date, once a date has been requested, solely to increase my retired pay.

e. I understand that if I have received separation, severance or readjustment pay under any provision of the law for service in the armed forces, and if I am now qualified for retired pay, DFAS-CL will reduce each payment of retired pay until the total amount deducted equals the amount of Separation, severance or readjustment pay.

*6. I understand that my retirement, whether voluntary decision or due to service limitations is an important milestone in my career. Understanding the laws and policies that affect my retirement is an essential part of the transition process. Additional information is available on the Separation and Retirement Branch web page.

RETIREMENT PREAPPLICATION CHECKLIST

ACKNOWLEDGMENT OF UNDERSTANDING:

I acknowledge that I have been advised of the effects of my application for transfer to the FMCR/retired list, the consequences of its official submission, and I am satisfied that all topics in this checklist have been adequately covered. I request transfer to the FMCR/retired list effective _____ for the following reason:

Signature _____ Date _____

I have been advised of this Marine's desire to request to retire and have discussed with this Marine his/her desire for a retirement ceremony.

Commanding Officer _____ Date _____

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*APPENDIX K

BENEFITS AT SEPARATION

E = Eligible
NE = Not Eligible
TBD = To Be Determined by
Administering Agency.
VA benefits depend upon specific
disabilities of the veteran

Legend

A = Honorable (DD Form 256 MC)
B = General Under Honorable Conditions
C = Other Than Honorable
D = Bad Conduct Discharge
E = Dishonorable (General Court-Martial, (1))

Service Administered	A	B	C	D	E	Authority and References
1. Payment for Accrued Leave	E	E	NE	NE	NE	37 USC 501; DODFMR par. 3501
2. Death Gratuity	E	E	E	E	NE	10 USC 1480; DODFMR par. 3601
3. Wearing of Military Uniform	E	E	NE	NE	NE	10 USC 771a, 772, MCO 1020.34G
4. Admission to Naval Home (2)	TBD	TBD	NE	NE	NE	24 USC 412
5. Burial in National Cemeteries	E	E	NE	NE	NE	38 USC 2402
6. Burial in Army Post Cemeteries (3)	E	NE	NE	NE	NE	AR 210-190 Chap II, Sect 2-5
7. Navy Board for Correction of Military Records	E	E	E	E	E	10 USC 1552, SECNAVINST 5420.193
8. Navy Discharge Review Board	E	E	E	E (8)	E (8)	10 USC 1553, SECNAVINST 5420.174D
9. Transportation to Home (4)	E	E	E	E	E	37 USC 474, JFTR Chap 5
10. Transportation of Dependents and Household Goods to Home	E	E	TBD (7)	TBD (7)	TBD (7)	37 USC 476; JFTR Chap 5
Transitional Benefits and Services (13)						
1. Pre-separation Counseling	E	E	E	E	E	10 USC 1142

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BENEFITS AT SEPARATION

2. Employment Assistance	E	E	E	E	E	10 USC 1143, 1144
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E = Eligible
NE = Not Eligible
TBD = To Be Determined by Administering Agency.
DV benefits depend upon specific disabilities of the veteran

Legend

A = Honorable (DD Form 256 MC)
B = General Under Honorable Conditions
C = Other Than Honorable
D = Bad Conduct Discharge
E = Dishonorable (General Court-Martial, (1))

3. Health Benefits	E	E	NE	NE	NE	10 USC Section 1145
4. Commissary/Exchange	E	E	NE	NE	NE	10 USC Section 1146
5. Military Family Housing	E	E	NE	NE	NE	10 USC Section 1147
6. Overseas Relocation Assistance	TBD	TBD	TBD	TBD	TBD	10 USC Section 1148
7. Excess Leave	E	E	E	E	E	MCO 1030.50J
8. Permissive TAD	E	E	NE	NE	NE	MCO 1030.50J
9. Preference for USMCR	E	E	NE	NE	NE	10 USC Section 1150
10. Montgomery G.I. Bill	E	NE	NE	NE	NE	38 USC Section 3011
11. Post 9-11 G.I. Bill	E	NE	NE	NE	NE	38 USC Section 3311
Department of Veterans Affairs (5,6,9)						
1. Dependency and Indemnity Compensation	E	E	E	E	NE	38 USC 1310
2. Pension for Non-Service Connected Disability or Death	E	E	TBD	TBD	NE	38 USC 521, 38 USC 3103, 1501-1508
3. Medal of Honor Pension	E	E	TBD	TBD	NE	38 USC 1560-1562
4. Insurance (10)	E	E	TBD	TBD	TBD	38 USC 1922

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BENEFITS AT SEPARATION

5. Vocational Rehabilitation(Disabled Veteran DV)	E	E	TBD	TBD	NE	38 USC 1502,1503, 1307, 3103
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E = Eligible
NE = Not Eligible
TBD = To Be Determined by Administering Agency.
DV benefits depend upon specific disabilities of the veteran

Legend

A = Honorable (DD Form 256 MC)
B = General Under Honorable Conditions
C = Other Than Honorable
D = Bad Conduct Discharge
E = Dishonorable (General Court-Martial, (1))

6. Educational Assistance	E	NE	NE	NE	NE	38 USC 3013
7. Survivors & Dependents Educational Assistance	E	E	E	E	NE	38 USC Ch 35
8. Home and other Loans	E	E	TBD	TBD	NE	38 USC Ch 37
9. Hospitalization & Domiciliary Care	E	E	TBD	TBD	NE	38 USC Ch 17
10. Medical and Dental Services	E	E	TBD	TBD	NE	38 USC 1712, 2062
11. Prosthetic Appliances(DV)	E	E	TBD	TBD	NE	38 USC 8123
12. Guide Dogs & Equipment for Blindness(DV)	E	E	TBD	TBD	NE	38 USC 1714
13. Special Housing	E	E	TBD	TBD	NE	38 USC 2101
14. Automobiles(DV)	E	E	TBD	TBD	NE	38 USC 3902
15. Funeral and Burial Expenses	E	E	TBD	TBD	NE	38 USC 2302
16. Burial Flag	E	E	TBD	TBD	NE	38 USC 2301
17. Burial in National Cemeteries	E	E	TBD	TBD	NE	38 USC 2402
18. Headstone Marker	E	E	TBD	TBD	NE	38 USC 2306
Administered by Other Federal Agencies						

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BENEFITS AT SEPARATION

1. Preference for Farm Loan (Dept. of Agriculture)	E	E	TBD	TBD	NE	7 USC 1983(5)
2. Preference for Farm & other Rural Housing Loans (Dept. of Agriculture)	E	E	E	E	NE	42 USC 1477

E = Eligible
NE = Not Eligible
TBD = To Be Determined by Administering Agency.
DV benefits depend upon specific disabilities of the veteran

Legend

A = Honorable (DD Form 256 MC)
B = General Under Honorable Conditions
C = Other Than Honorable
D = Bad Conduct Discharge
E = Dishonorable (General Court-Martial, (1))

3. Civil Service Preference (12)	E	E	NE	NE	NE	5 USC 2108, 3309-3316, 3502, 3504
4. Civil Service Retirement Credit	E	NE	NE	NE	NE	5 USC 8331, 8332
5. Reemployment Rights (Dept. of Labor)	E	E	NE	NE	NE	38 USC 4335
6. Job Counseling & Employment Placement (Dept. of Labor)	E	E	E	E	NE	38 USC 4102
7. Unemployment Compensation for Ex-Service Members (Dept. of Labor) (5)	E	E	NE	NE	NE	5 USC 8521
8. Naturalization Benefits (Dept. of Justice, Immigration & Naturalization Service)	E	E	NE	NE	NE	8 USC 1439, 1440
9. Old Age, Survivors & Disability Insurance (Social Security Administration) (11)	E	E	TBD	TBD	NE	42 USC Ch 7

*APPENDIX K

BENEFITS AT SEPARATION

10. Job Preference, Public works Projects (Dept. of Commerce) (12)	E	E	TBD	TBD	NE	42 USC 6706
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General Eligibility. The eligibility for benefits set forth are not the sole determining factors, but only list the effect of the various types of discharges. The States also provide various benefits that will be influenced by the type of discharge, but information on State benefits should be obtained from State agencies.

*FOOTNOTES:

(1) Including commissioned and warrant officers who have been convicted and sentenced to dismissal as a result of general courts martial.

(2) The veteran must have served "honestly and faithfully" for 20 years or been disabled and excludes convicted felons, deserters, mutineers, or habitual drunkards, unless rehabilitated. The Marine may become ineligible if that person, following discharge is convicted of a felony, or is not free from drugs, alcohol, or psychiatric problems.

(3) Only if an immediate relative is buried in the cemetery.

* (4) If confined after parole or release from a U.S. military confinement facility or a confinement facility located outside the U.S.

(5) An officer who resigns for the good of the service (usually to avoid court martial charges) will be ineligible for benefits administered by the Department of Veterans Affairs (DVA). 38 USC 5303.

* (6) See the annually published: Federal Benefits for Veterans, Dependents and Survivors and the VA website: <http://www.va.gov>

(7) To be determined by the Secretary of the Navy on a case-by-case basis.

* (8) Only if the punitive discharge was NOT the result of conviction by general court martial.

* (9) Benefits from the VA are not payable to: (1) a person discharged as a conscientious objector who refused to perform military duty or refused to wear the uniform or otherwise comply with lawful orders of

*APPENDIX K

BENEFITS AT SEPARATION

competent military authority, (2) by reason of a sentence of a general court-martial, (3) resignation by an officer for the good of the service, (4) as a deserter, (5) as an alien during a period of hostilities. (6) by acceptance of an other than honorable discharge to avoid court martial, (7) for mutiny or spying, (8) for a felony offense involving moral turpitude, or (9) for willful and persistent misconduct. 10 USC 5303. A discharge under dishonorable conditions from one period of service does not bar payment if there is another period of eligible service on which the claim may be predicated (Administrator's Decision, Veterans Admin. No. 655, 20 June 1945).

*(10) Veterans unable to obtain commercial life insurance may be eligible for insurance through the VA.

*(11) Post-1957 service qualifies for Social Security benefits unless discharge was dishonorable. Pre-1957 service under conditions other than dishonorable qualifies a service member for a military wage credit for Social Security purposes.

*(12) Various government agencies hiring preference for veterans and disable veterans. Contact that agency or view their website for those service requirements.

*(13) Transitional benefits and services are available to certain Marines separated involuntarily, with characterization of honorable or general under honorable conditions and the basis (reason) for separation is not adverse. These DoD benefits, based on separation program designator (SPD) code and requiring an appropriate DEERS Identification Card, include six months of military or TRICARE medical care and commissary and PX privileges. The benefits are constrained by law and DoD regulations for designated periods of time. As the laws and regulations change DEERS is updated to reflect these SPD Code changes for ID Card eligibility. 10 USC 1145 and 1146. SPD codes with honorable or general characterization of service currently eligible are: BCR, BDG, BDK, BFT, BFV, BFX, BHF, BRB, FCN, GCN, GCR, GDG, GDK, GFC, GFT, GFV, GFX, GGH, GHF, GHJ, GHK, GRB, HCR, HDG, HFC, HFT, HFV, HFX, HGH, HHF, HRB, JBB, JBC, JBK, JBM, JCC, JCP, JCR, JDF, JDG, JDK, JEA, JEB, JFC, JFF, JFG, JFH, JFI, JFL, JFM, JFN, JFO, JFQ, JFR, JFT, JFV, JFW, JFX, JGB, JGH, JHF, JND, JRB, KCN, LBB, LBC, LBD, LBK, LBM, LCC, LCN, LCR, LDG, LFC, LFF, LFG, LFH, LFT, LFW, LFX, LGB, LGC, LGH, LGJ, LND, and MCN.

*APPENDIX L

INVOLUNTARY ADMINISTRATIVE DISCHARGE OUTLINE, CHECKLIST AND FORMS
(citations to paragraphs in MARCORSEPMAN)

STEP 1: DO LIMITATIONS ON SEPARATION PREVENT PROCESSING (6106)

1. Civilian or military acquittal.
2. Previous separation proceedings.

STEP 2: IDENTIFY THE STATUS OF THE RESPONDENT

1. Active or Reserve (IRR or SMCR; obligor or non-obligor).
2. Amount of active and inactive service.
3. Proximity to EAS, EOS, ECC, or retirement/FMCR.

STEP 3: IDENTIFY THE SEPARATION AUTHORITY (6307)

1. General rule: General court-martial convening authority.
2. Exceptions:
 - a. SECNAV.
 - b. CMC.
 - c. Delegated authority.

STEP 4: IDENTIFY THE BASIS OR BASES FOR DISCHARGE

1. General basis:
 - a. Misconduct (6210).
 - b. Unsatisfactory performance (6206).
 - *c. (Weight control) Body Composition failure (6215).
 - d. Unsatisfactory Reserve participation (6213).
2. Specific basis (most frequently used).
 - a. Misconduct:
 - (1) Minor disciplinary infractions.
 - (2) Pattern of misconduct.
 - * (3) Sexual Misconduct.
 - * (4) Drug abuse.
 - * (5) Commission of a serious offense.

- b. Unsatisfactory Reserve participation (missed drills).
- c. Unsatisfactory performance:
 - (1) PFT failure.
 - (2) Other.
- *d. Body Composition Program failure (failure to meet standards of MCO 6110.3).

STEP 5: READ THE MARCORSEPMAN TO DETERMINE WHAT DOCUMENTATION IS NEEDED

- 1. Misconduct.
 - a. Minor disciplinary infractions:
 - (1) At least 3 instances in current enlistment.
 - (2) Page 11 counseling (6105).
 - b. Pattern of misconduct:
 - (1) At least 2 instances in current enlistment.
 - (2) Page 11 counseling (6105).
 - c. Commission of a serious offense:
 - (1) Punitive discharge authorized under UCMJ.
 - (2) Separation warranted.
- 2. Unsatisfactory performance (PFT failure):
 - a. PFT score sheet.
 - b. Page 11 counseling (6105).
- *3. Body Composition Failure:
 - a. Endorsement required by MCO 6110.3.
 - b. Page 11 counseling (6105).
 - c. Weigh-in sheets.

***STEP 6: PREPARE NOTIFICATION AND ACKNOWLEDGMENT OF RIGHTS**

- 1. Contents of notification [Figure 6-2 (no board) or 6-3 (board)]:
 - a. General basis.
 - b. Specific basis.
 - c. Factual basis.

*d. Characterization (**See limitations at 1004 and ensure proper separation authority**):

- (1) Recommended.
- (2) Least favorable.

e. Rights:

- (1) Board.
- (2) No board.

*f. Additional rights if confinement (IHCA, 6303.4a) or if Marine is FMCR/Retired List eligible.

g. Time limit for Marine to return AOR.

h. Signatures.

i. Enclosures to notification letter:

- (1) is BCNR/NDRB form.
- (2) is acknowledgment of rights.

*2. Contents of acknowledgment of rights [Figure 6-2a (no board) or 6-3a (board)]:

- a. General basis.
- b. Specific basis.
- c. Factual basis.

*d. Characterization (**MATCHES NOTIFICATION**):

- (1) Recommended.
- (2) Least favorable.

e. Rights (**MATCHES NOTIFICATION**):

- (1) Board.
- (2) No board.

*f. Additional rights if confined (IHCA, 6304.4a) or if Marine is FMCR/Retired List eligible.

g. Time limit for Marine to return AOR.

STEP 7: SERVE NOTIFICATION, ACKNOWLEDGMENT OF RIGHTS, AND BCNR/NDRB SHEET

1. Active duty (or Reservist on active duty): Serve in person at command.

*2. Reservist not on active duty: use certified mail or service in person as indicated in MARFORRES Legal SOP.

*3. IHCA: Serve in person or by certified mail.

*4. UA: Serve by certified mail.

STEP 8: ACTION AFTER SERVICE

1. Prepare affidavit of service if required. (Figure L-1).

*2. WAIT THE PROPER LENGTH OF TIME BEFORE FORWARDING THE COMMAND RECOMMENDATION TO THE SEPARATION AUTHORITY. (Figure L-2).

a. Forward after whichever of the following occurs first:

(1) Acknowledgment of Rights (AOR) returned before time expires; or

(2) Package is returned unclaimed; or

(3) Time for response expires.

b. Time limits for returning the AOR:

***(1) Personal service (USMC or USMCR on active duty): Not less than 2** days.

***(2) Personal or certified mail service (USMCR not on active duty): 20** days.

***(3) Personal or certified mail service for a Marine IHCA or UA (USMC or USMCR): Not less than 30** days from date the Marine signed a receipt (if service in person) or from the date of signature on the green card (if service was by mail).

3. ANNOTATE THE AOR IF:

*a. Service was by **certified** mail and the Marine received the package but did not return or acknowledge receipt, or

b. The Marine did not sign the AOR or made an incomplete or no selection of rights on the AOR.

4. IF THE RESPONDENT REQUESTS A BOARD, CONVENE A BOARD IF THE COMMAND HAS CONVENING AUTHORITY; IF IT DOES NOT, FORWARD THE PACKAGE TO THE CONVENING AUTHORITY.

STEP 9: PREPARING FOR A BOARD. (If no board, skip to STEP 10)

1. Prepare appointing order. (Figure L-3):

a. Name members (6315.1).

b. Marine's commander is NOT a member of the board.

*c. Name recorder/counsel for the respondent/legal advisor (in all cases of substantiated incidents of sexual misconduct or attempted incidents of

sexual misconduct the recorder must be a judge advocate certified under Article 27b(1), UCMJ).

d. Personal signature of convening authority or officer "acting".

*2. Notify members, legal advisor (if appointed), respondent, and counsel for the respondent of date, time, and place of board; notify respondent or counsel. (Figure L-4).

3. Recorder preparation:

a. Copies of exhibits for each member and counsel for respondent.

b. Witness request (Figure L-5).

c. Guide for members to use (Figure L-6).

d. Report/findings and recommendations worksheet (Figure L-9 or L-10).

*e. Recording device.

*f. Order OMPF from CMC (MMRP) if respondent is E-5 or above or on second or subsequent enlistment.

4. Hold board: Use Figure L-6 as a guide.

5. Prepare REPORT of the board (Figure L-9 or L-10).

6. Prepare RECORD of the board [record = transcript + exhibits(6325)].

*a. Prepare a summarized transcript unless verbatim required by separation authority or convening authority (Figure L-8).

*b. Include all exhibits (LEGIBLE COPIES, PROPERLY MARKED and include original or copy of appointing order).

***STEP 10: PREPARE THE COMMAND LETTER OF RECOMMENDATION**

I. CASES WITHOUT BOARDS (Figure L-2).

1. Enclosures:

a. Required enclosures included.

b. Marked and in order.

2. Bases (general, specific, factual) and characterization:

a. Match those in notification.

b. Match those in acknowledgment of rights.

c. Correct MARCORSEPMAN paragraph numbers cited.

3. Facts and circumstances surrounding discharge.

4. Address false/inaccurate assertions or allegations Marine makes in statement or rebuttal.
5. Explain service in person or by mail.
6. Miscellaneous matters.
7. Mobilization potential/security clearance.
8. Personal signature of convening authority or officer "acting".

***II. CASES WITH BOARDS** (See Figure L-11)

1. Enclosures:

- a. Board report and its enclosures.
- b. Other enclosures NOT already included with board report.

2. Comments.

3. Personal signature of convening authority or officer "acting".

*4. Ensure compliance with CMC correspondence regarding CMC directed administrative separation processing for Marines eligible for transfer to the FMCR/Retired List, if applicable.

***STEP 11: MAIL OR DELIVER PACKAGE TO SEPARATION AUTHORITY**

- *1. Original to Separation Authority.
2. Command retains a copy.

Figure L-1.--Affidavit of Service

AFFIDAVIT OF SERVICE BY MAIL

I certify that attempts to serve the Notification (dated _____)
with enclosures (Grade) _____ (Name) _____ USMC/USMCR
were made as follows:

SECTION I. REASON FOR SERVICE BY MAIL

___ Individual was in the Delayed Entry Program.

___ Marine was absent without authority before notification.

___ Marine is in civilian confinement and refused to acknowledge receipt of
notification delivered in person or by mail.

___ Marine is a reservist not on active duty and personal service was (1) not
required or (2) was required but Marine refused to acknowledge receipt.

SECTION II. SERVICE BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED

Date mailed: _____ Certified number: _____

Mailed from: _____

Mailed by: _____

Address mailed to: _____

This address was: __The last known address//__The next of kin
IF DELIVERED, ATTACH ORIGINAL PS FORM 3800 (WHITE RECEIPT) AND PS FORM 3811
(GREEN CARD) SHOWING DELIVERY; IF NOT DELIVERED, ATTACH PS FORM 3800 AND
ENVELOPE SHOWING POSTAL STAMPS AND MARKINGS INDICATING REASON FOR NO
DELIVERY.

SECTION III. CERTIFICATION SIGNED/SWORN BEFORE COMMISSIONED OFFICER

Signature of person certifying information: _____

Grade: _____

Command: _____ Billet: _____

SWORN AND SUBSCRIBED before me on _____ 20__.

Signature of commissioned officer: _____

Grade: _____

Command: _____ Billet: _____

Figure L-1.--Affidavit of Service

*Figure L-2.--Command Letter of Recommendation for Administrative
Discharge (**WITHOUT BOARD**)

SSIC
Code
Date

From: Commanding Officer
To: Separation Authority
[Via: Chain of Command]

Subj: RECOMMENDATION FOR ADMINISTRATIVE DISCHARGE OF (GRADE, FULL
*NAME, EDIPI/MOS, COMPONENT)

Ref: (a) MCO P1900.16_ (MARCORSEPMAN)

Encl: (1) Letter of Notification
(2) Acknowledgment of Rights
(3) BCNR/NDRB information sheet
() Standard Page Side of SRB/ESR
() Statement from respondent (**if any**)
[ENCLOSURES FOR SPECIFIC CASES]
() Page(s) from command ledger (**urinalysis case**)
() Chain of custody (DD Form 2624) (**urinalysis case**)
() Message from drug lab (**urinalysis case**)
() PFT score sheets (**PFT failure**)
*() Body Composition Program Evaluation Form
*() SACC Screening (**alcohol/drug screening with allied papers**)
*() Mental Health Evaluation (**for PD/CND cases**)
*() **Separation Medical Evaluation documents (w/PTSD/TBI screening if required)**

*1. **Recommendation.** I recommend that _____ be discharged from the U.S. Marine Corps (Reserve) with a[n] [(honorable) (general (under honorable conditions))(under other than honorable)] discharge under paragraph ____ of reference (a).

2. **Documentation.** The facts and circumstances supporting the basis for discharge and the recommended characterization are in enclosures () through (). [other comments]. Relevant items from the SRB/ESR are at enclosures () and ().

3. **Service of notification.** The notification package (enclosures (1), (2), and (3)) was [choose appropriate language from a paragraph below]:

(Delivered in person to the Marine. (A receipt of notification was required and obtained; see enclosure ()). (The Marine (did) (did not) return the acknowledgment of rights).)

(Sent certified mail because (the Marine is a reservist and personal service was required but unsuccessful) (the Marine is a reservist who refused to sign

*Figure L-2.--Command Letter of Recommendation for Administrative
Discharge (**WITHOUT BOARD**)--Continued

*Figure L-2.--Command Letter of Recommendation for Administrative
Discharge (**WITHOUT BOARD**)--Continued

Subj: RECOMMENDATION FOR ADMINISTRATIVE DISCHARGE OF (GRADE, FULL NAME,
*EDIPI/MOS, COMPONENT)

a receipt for personal service) (the Marine was IHCA and refused to
acknowledge receipt for service (in person) (by mail)) (the Marine was UA) (the
member was in the DEP). See affidavit of service at enclosure (). (The
Marine (did) (did not) return the acknowledgment of rights). (The package was
undeliverable). See Postal Forms 3800 and 3811 (and undeliverable envelope)
at enclosures () and ().)

4. **Statement by respondent.** (The respondent did not submit a statement).
(The respondent's statement is at enclosure ()). (Note: Rebut any false or
inaccurate assertions the Marine makes in their rebuttal if one is made.
Comment if the Marine wants to submit a rebuttal or statement but never did
so.)

*5. **Miscellaneous matters.** For example, comment if respondent is eligible
for retirement or transfer to the FMCR, especially if grade reduction is an
issue. If suspension of separation is possible, comment if suspension is or
is not recommended. Comment on PTSD/TBI or certify entry level Marines had
no combat service or deployment and were not diagnosed with PTSD or TBI.

6. **Clearance.** The Marine (has) (does not have) a security clearance.

*7. **Citizenship.** The Marine (is) (is not) a U.S. citizen. (if not a U.S.
citizen explain his residency status).

8. **Mobilization potential.** The Marine (has) (does not have) mobilization
potential.

9. **Point of contact.** If you have any questions, please call my
administrative (officer) (chief), _____, at (commercial) (DSN)
_____.

SIGNATURE

*Figure L-2.-- Command Letter of Recommendation for Administrative
Discharge (**WITHOUT BOARD**)

*Figure L-3.--Administrative Discharge Board Appointing Order

SSIC
Code
Date

From: Commanding Officer
*To: (Grade, Name, EDIPI/MOS, Component, President)

Subj: APPOINTMENT OF ADMINISTRATIVE DISCHARGE BOARD IN THE CASE
OF (Grade, Name, EDIPI/MOS, Component)

Ref: (a) MCO P1900.16_ (MARCORSEPMAN)
*(b) CMC(MM) directing ltr [if processing directed by CMC]

1. Per the reference, you are appointed as president of an administrative discharge board to consider the case of the Respondent. Other members assigned to the board are:

- _____ Member
- _____ Member
- _____ Member

*2. (Grade, name, component) is detailed as the non-voting recorder for the Board and is so notified by separate copy hereof. (In all cases of substantiated incidents of sexual misconduct or attempted incidents of sexual misconduct the recorder must be a judge advocate certified under Article 27b(1), UCMJ)

3. (Grade, name, component), a lawyer certified under Article 27(b), UCMJ, is detailed as Counsel for the Respondent and is so notified by separate copy hereof.

4. (Grade, name, component) is detailed as the legal advisor for the Board and is so notified by separate copy hereof.

5. Consult the reference for guidance in conducting the board. All personnel named in this appointing order must attend the board hearing.

*6. You will determine the date, time, location, and uniform for the hearing after consulting with the Recorder and Counsel for the Respondent.

7. The board's report and record will be prepared according to the reference and forwarded to me within 30 days after the Board has adjourned. Extensions of this due date must be requested in writing.

*8. As (insert name/rank here) has requested transfer to the FMCR/Retired List and CMC has denied the request and directed processing per reference (b), the board will make recommendations as to; (1) whether or not a basis for separation exists, (2) whether the Respondent should be retained in the Marine Corps or transferred to the FMCR/Retired List, (3) whether the Respondent, if transfer is recommended, should be transferred in the grade currently held or reduced one inferior grade prior to transfer; and (4) the

*Figure L-3.--Administrative Discharge Board Appointing Order--Continued

*Figure L-3.--Administrative Discharge Board Appointing Order--Continued

appropriate characterization of service at transfer. {THIS PARAGRAPH SHALL ONLY BE ADDED

*IF CMC(MM) HAS DIRECTED PROCESSING FOR A MARINE WHO HAS REQUESTED TRANSFER TO THE FMCR/RETIRED LIST BUT THAT REQUEST WAS DENIED BY CMC(MM) }

SIGNATURE

Copy to:
Recorder
Counsel for Respondent
Each Board Member
Legal Advisor (if appointed)
Respondent

*Figure L-3.--Administrative Discharge Board Appointing Order

Figure L-4.--Notice to Respondent of Date, Time, and Place of Board Hearing

SSIC
Code
Date

CERTIFIED MAIL NUMBER _____

From: Commanding Officer
To: (Grade, Name, EDIPI/MOS, Component)

Subj: NOTIFICATION OF DATE, TIME, AND PLACE OF ADMINISTRATIVE
DISCHARGE BOARD HEARING

Encl: (1) Appointing order

1. Per your request for a hearing before an administrative discharge board, the board will convene as follows:

- a. Date:
- b. Time:
- c. Place:

2. You will report to the board in the _____ uniform with a proper Marine Corps regulation haircut. You will be excused from your regular duties to the extent needed to attend the board.

3. If you have questions about the board, contact this command or your defense counsel, Name/Grade, at (phone number).

4. Inform this command if you decide not to attend the board hearing. If you do not attend the board hearing, it will proceed in your absence and your counsel will represent you.

5. THE BOARD PROCEEDINGS DO NOT RELIEVE YOU FROM YOUR OBLIGATION TO SERVE ON ACTIVE AND/OR INACTIVE DUTY (INCLUDING ATTENDING RESERVE DRILLS) PENDING FINAL DECISION ON YOUR DISCHARGE. YOU MUST CONTINUE YOUR NORMAL ACTIVE AND/OR INACTIVE DUTY UNLESS AND UNTIL YOUR COMMAND INFORMS YOU IN WRITING THAT (1) YOU ARE EXCUSED FROM ACTIVE AND/OR INACTIVE DUTY OR (2) YOU ARE SEPARATED.

SIGNATURE

Copy to:
Counsel for respondent

Figure L-4.--Notice to Respondent of Date, Time, and Place of Board Hearing

*Figure L-5.--Witness Request

1910
XXX

From: Counsel for the Respondent
To: Convening Authority

Via: *(1) Recorder
*(2) President of the Board

*Subj: WITNESS REQUEST: ADMINISTRATIVE SEPARATION BOARD IN THE
CASE OF XXXXXXXX

Ref: *(a) MCO 1900.16G (MARCORSEPMAN)

1. In accordance with reference (a), the respondent requests that the convening authority fund the appearance of the following witness at the respondent's board hearing:

Name of witness:
EDIPI:
Grade/title:
Billet/job:
Work address:
Work phone:
Work fax:

2. In accordance with the reference, the following is provided:

a. The relevance of the testimony to issues of separation or characterization;

b. Why the personal appearance of the witness is essential to a fair hearing on those issues;

c. Why an unsworn written statement, affidavit, conference call, or videotaped testimony are inadequate substitutes for personal testimony at the hearing;

d. Why the significance of personal appearance outweighs the practical difficulties in producing the witness, including cost, travel distance, and delay in convening the hearing;

e. Whether the witness is "reasonably available."

*3. Counsel requesting the witness has contacted the witness in person, by telephone, or by electronic means and has ascertained that (1) the witness understands that the witness is being asked to testify before a board and (2) the witness agrees to appear before the board at government expense to testify.

XXXXXXX
Counsel for the Respondent

*Figure L-5.--Witness Request

*Figure L-6.--Administrative Discharge Board Hearing Guide

ADMINISTRATIVE SEPARATION BOARD HEARING GUIDE
IN THE CASE OF

PRELIMINARY NOTES

1. Attendance at the board hearing is the primary duty for members, the recorder, and counsel for the respondent. All must attend board sessions unless ill, ordered away, or excused IN WRITING by a written modification to the convening order signed by the convening authority. All participants should read the provisions of the MARCORSEPMAN concerning administrative discharge boards and the basis or bases for discharge.

2. If the respondent will testify, the recorder must provide him a written Privacy Act (Figure L-7) statement before he testifies. Other witnesses need not be given Privacy Act statements.

*3. The following abbreviations are used throughout this Guide:

SRMBR: Senior Member
COUNSEL: Counsel for the respondent
REC: Recorder for the board
RESP: Respondent
BOARD: Administrative Discharge Board
UCMJ: Uniform Code of Military Justice

SECTION I. PRELIMINARIES

SRMBR: This administrative discharge board will come to order. The recorder will note the time and date for the record.

REC: The (Commanding Officer) (Inspector-Instructor), (Organization), has convened this board by his appointing order, dated _____, (with no modifications) (as modified by the modification dated _____). The following members named in the appointing order(s) are present: _____, SENIOR MEMBER, and _____ and _____, MEMBERS.

REC: The respondent (is a member of the regular component) (is a member of the reserve component and the following members are members of the reserve component: _____).

*REC: The respondent (is) (is not) (FMCR/Retirement eligible and (has) (has not) requested transfer to the FMCR/Retired List. [IF SEPARATION PROCESSING HAS BEEN DIRECTED BY CMC(MM) AFTER THE MEMBER HAS REQUESTED TRANSFER, READ THE FOLLOWING]:

*REC: On (date), the Respondent requested transfer to the FMCR/Retired List. On (date) the CMC(MM), directed administrative separation processing and that the Respondent be afforded the rights of a Respondent under paragraph 6304 of the Marine Corps Separation and Retirement Manual, prior to the Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA) making a pay grade and characterization of service determination at transfer.

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

Additional guidance will be provided in Section VI; General Instructions.

REC: (No) (The following member(s) listed in the appointing order(s) (is) (are) absent (with the express consent of the convening authority):

_____.

REC: _____, is appointed recorder for the board and is present. He is (not) a lawyer certified under Article 27(b) (1), UCMJ.

*REC: _____, a lawyer certified under Article 27(b) (1), UCMJ, is appointed as legal advisor.

*REC: (_____, a lawyer certified under Article 27(b) (1), UCMJ, is appointed as counsel for the respondent and is present).

REC: (The respondent has no individual military counsel) (_____, a lawyer certified under Article 27(b) (1), UCMJ, is appointed as individual military counsel for the respondent and is present).

REC: (The respondent has no civilian counsel) (_____, a member of the _____ state bar, is the civilian counsel for the respondent and is present).

SRMBR: The record will reflect that this board is properly convened and constituted. The purpose of this board is to consider relevant facts in the case of _____, who has been recommended for administrative discharge from the naval service for (unsatisfactory participation) (misconduct) (unsatisfactory performance) (_____).

SRMBR: The respondent is present. [The respondent is absent because (he is confined by civil authorities) (he waived personal appearance by stating that he does not want to appear) (he received notification of the date, time, and place of this hearing but did not appear)].

SECTION II. RIGHT TO COUNSEL

*SRMBR: I will now advise the respondent of the right to counsel before the board. These rights were listed in the notification and the acknowledgment of rights. Does counsel desire that I explain these rights to the respondent?

COUNSEL: The respondent (desires explanation) (fully understands his rights and does not desire further explanation).

NOTE: RESPONDENT DESIRES TO REPRESENT HIMSELF. If respondent desires to represent himself, the senior member should still review the rights in Section III below.

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

SECTION III. EXPLANATION OF RIGHT TO COUNSEL (OMIT & GO TO SECTION IV IF RESPONDENT WAIVES EXPLANATION)

SRMBR: I will now advise the respondent of his rights before this board. If you have any questions about these rights, you should direct them to me, or, in private, to your counsel. You have the following rights:

1. To have military counsel, that is, a lawyer within the meaning of Article 27(b) (1), UCMJ, appointed by the Convening Authority to represent your interests before this board.
2. To request individual military counsel of your own choice, if reasonably available; however, you do not have the right to be represented by both detailed counsel and the requested individual military counsel.
3. To retain civilian counsel at no expense to the Government.

SRMBR: Do you understand your right to counsel before this administrative discharge board?

RESP: (Yes) (No) sir/ma'am.

SRMBR: By whom do you wish to be represented?

RESP: _____.

NOTE: The respondent may elect to represent himself at the board, but his detailed defense counsel should still be present. If he desires to represent himself, he must so state on the record and sign a written waiver of counsel which will be included as a government exhibit. The senior member, after inquiring to ensure that the respondent is knowingly and voluntarily waiving his right to counsel, should state, "I find your waiver of counsel to be knowing and voluntary."

SECTION IV. ADDITIONAL RIGHTS

SRMBR: In addition to your right to counsel, you have many other rights at this board. These were listed in the notification and the acknowledgment of rights. Does counsel desire that I explain these additional rights to the respondent?

COUNSEL: The respondent (desires explanation) (fully understands his rights and does not desire further explanation).

SECTION V. EXPLANATION OF ADDITIONAL RIGHTS (OMIT AND GO TO SECTION VI IF RESPONDENT WAIVES EXPLANATION)

SRMBR: I will now advise the respondent of his rights before this board. If you have any questions about these rights, you should direct them to me, or, in private, to your counsel. You have the following rights:

1. To present matters on your own behalf.

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

2. To have full access to, and be provided with, copies of all records relevant to your case.
3. To be provided with the names of all witnesses expected to be called by the government.
4. To challenge any member of the board for cause.
5. To request from the convening authority, or this board, the appearance before the board of any witness whose testimony you consider to be pertinent to your case.
6. To submit for the board's consideration any matters from your service record; letters, answers, sworn or unsworn statements; and/or affidavits, certificates, stipulations, or depositions. You also have the right to submit real and/or documentary evidence.
7. You may also testify under oath. If you testify under oath, the board and the recorder may cross-examine you about your testimony. In the alternative, you may make an unsworn statement, either personally or through counsel. You may not be cross-examined if you make an unsworn statement; however, the recorder may introduce evidence to rebut anything contained in your statement. Also, you may, if you wish, remain silent and such silence cannot be considered against you.
8. To appear in person, with or without counsel, at all open sessions of the board.
9. To question all witnesses appearing before the board.
10. To examine all documents, reports, statements and evidence presented for the board's consideration.
11. To present argument on any matter offered for the board's consideration.

SRMBR: Do you have any questions concerning your rights at this administrative discharge board?

RESP: (Yes) (No), sir/ma'am.

SECTION VI: GENERAL INSTRUCTIONS

*SRMBR: The purpose of this administrative discharge board is to give the respondent a full and impartial hearing and an opportunity to respond to and rebut the allegations which form the basis for recommending the respondent's discharge from the [United States Marine Corps] or [United States Naval Service].

*SRMBR: After hearing evidence from both sides, the board will determine whether the preponderance of the evidence proves the allegations which form the basis for the recommendation for discharge. If a preponderance of the evidence does not support the allegations, the board will so find. If a

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

preponderance of the evidence supports the allegations, the board will so find and then recommend whether the respondent should be discharged. If the board recommends discharge, it will also recommend the characterization of the discharge. Depending on the board's findings and recommendations, final action on the case may be taken by the separation authority, who is _____; the Deputy Commandant, Manpower and Reserve Affairs, DC, M&RA; the Commandant of the Marine Corps; or the Secretary of the Navy. If you are FMCR/Retired List eligible and have requested transfer to the FMCR/Retired List, but CMC has denied your request and directed processing, this board will determine if a preponderance of the evidence proves the allegations which form the basis for the recommendation for separation, whether you should be retained in the U.S. Marine Corps or transferred to the FMCR/Retired List. If transfer is recommended, the board will further recommend whether you be transferred in your current grade or reduced one inferior pay grade prior to transfer. Finally, the board will make a recommendation, if transfer is recommended, on the appropriate characterization of service at transfer.

*SRMBR [READ ONLY IF MEMBER IS FMCR ELIGIBLE AND HAS NOT REQUESTED TRANSFER TO THE FMCR/RETIRED LIST] If you are FMCR/Retired List eligible and you have not requested transfer to the FMCR/Retired List this does not pertain and the board's recommendations, if acted upon by the separation authority, may result in loss of all retainer/retired pay and, if serving in pay grade E-4 or above, administrative reduction to E-3 upon separation.

SRMBR: This board functions as an administrative rather than a judicial body. The strict rules of evidence applicable in judicial hearings are, therefore, not applicable here. However, Article 31(b), UCMJ, does apply.

SRMBR: The following will occur during the hearing: presentation of the government's case; presentation of the respondent's case; rebuttal; closing arguments from counsel; instructions for the members; and deliberation by the members. The members are cautioned not to make any decisions until after hearing all the evidence; final argument of counsel; and instructions on deliberation. All board proceedings will be conducted in this room while the board is in session.

SRMBR: This board will consider any matter presented which is relevant to the issues before the board, whether written or oral, sworn or unsworn. Real evidence--as distinguished from testimonial or documentary evidence--may be shown and admitted to the board and should be accurately described or reproduced for the record. The board may refuse to consider any oral or written matter presented if it is irrelevant or unnecessarily repetitive or cumulative. However, evidence will not be excluded merely because it would be inadmissible in a court. If evidence is classified, the provisions of the Department of the Navy information security regulations will be observed.

*SRMBR: The burden of proof is on the government. Board decisions are made by majority vote based on the preponderance of the evidence, which is the standard of proof. A preponderance, which is the same standard for non-judicial punishment hearings, is less than beyond reasonable doubt, which is the standard at a court-martial.

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

A preponderance of the evidence proves a fact if the greater weight of evidence, i.e., 51% or more of the evidence, supports the fact. The weight of the evidence is not determined by the sheer number of witnesses or volume of evidentiary matter; it is determined by the evidence which best accords with reason and probability. The board members will rely on their individual judgment and experience in determining the weight and credibility to be given matters received in evidence.

SRMBR: The senior member need not rule on objections; he/she may merely note them for the record. If the senior member does rule on objections, a majority of the board may overrule the senior member's ruling.

SRMBR: Since the procedures used at this hearing may be unfamiliar to the board members, the members are encouraged to ask questions during the hearing about those procedures.

***VII. CHALLENGES TO BOARD MEMBERS**

SRMBR: Does the recorder or counsel for respondent wish to question any member of the board concerning a possible grounds for challenge for cause?

REC: The recorder has (no) questions.

COUNSEL: The respondent has (no) questions.

*SRMBR: Does the counsel for respondent wish to challenge any member for cause?

COUNSEL: The respondent (does not) (has the following challenges: _____).

SRMBR: [Recess to decide any challenges. Announce decisions on challenges.]

SRMBR: Are both sides ready to proceed?

REC: The recorder is.

COUNSEL: Counsel for the respondent is.

***SECTION VIII: MOTIONS AND OPENING STATEMENTS**

*SRMBR: Does either side have any motions for the record? (Note: Motions or objections pertaining to any matter other than continuances, recesses, or adjournments do not require ruling by the president of the board. Such motions or objections should be heard and merely noted in the record for resolution by the separation authority.)

REC: The recorder (has no motions) (has the following motions: _____).

COUNSEL: Counsel for the respondent (has no motions) (has the following motions: _____).

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

SRMBR: The recorder may make an opening statement.

REC: The recorder (waives opening statement) (_____).

SRMBR: Counsel for the respondent may present an opening statement.

*COUNSEL: The Counsel for the Respondent (waives opening statement) (_____).

SECTION IX: PRESENTATION OF EXHIBITS

SRMBR: Unless counsel object, I will ask that each side submit its exhibits now before the board hears testimony from any of the witnesses. This will facilitate the board's questioning of all witnesses. Does either counsel object to the board receiving all exhibits now?

REC: The recorder does not object (objects).

COUNSEL: Counsel for the respondent does not object (objects).

SRMBR: Is the recorder ready to proceed?

REC: Yes, sir/ma'am.

SRMBR: You may proceed.

*REC: The following government exhibits are offered to the board for review and consideration. I will hand to the senior member the original government exhibits offered to the board. They are marked as "GE" and numbered as follows:

- GE-__ : Appointing order (original or authenticated copy).
- GE-__ : Modification to appointing order (if any).
- GE-__ : Notification package: notice, AOR, BCNR/NDRB.
- GE-__ : [If respondent is absent: notice of hearing (see Figure 6-11); include receipt for notice if delivered in person; include PS Form 3811 (greencard) if notice was mailed]
- GE-__ : Standard pages from SRB/ESR (including DD Form 4)
- GE-__ : Paragraph 62__., MARCORSEPMAN (basis for discharge)
- GE-__ : Paragraph 1004, MARCORSEPMAN (characterization)
- GE-__ : Paragraph ____, Manual for Courts Martial (use for 6210.6 to show punitive discharge is authorized)
- GE-__ : _____
- GE-__ : _____
- GE-__ : Privacy Act statement (if respondent testifies)

*REC: Included in a separate folder is the original findings and recommendations worksheet the members will use to record findings and recommendations. It will also be used as the board report. I have

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

previously provided the findings and recommendations worksheet to counsel for the respondent for review. He (had the following objections) (did not have any objections).

(List objections here) _____

*SRMBR: Does counsel for the respondent object to any of these exhibits?

COUNSEL: Counsel for the respondent (does not object) (objects for the following reasons: _____).

SRMBR: All government exhibits (are admitted) (are admitted except for numbers _____.) (The following objections are (noted) (decided as follows:)). The recorder may substitute in the record certified true copies of the documents which are admitted. Does the respondent have any exhibits?

COUNSEL: The respondent offers the following exhibits. They are marked as "RE" and lettered:

RE A: _____
RE B: _____
RE C: _____

SRMBR: Does the recorder object to any of these exhibits?

REC: The recorder (does not object) (objects for the following reasons: _____).

SMBR: All respondent exhibits (are admitted) (are admitted except for numbers _____.) (The following objections are (noted) (decided as follows:)). The recorder may substitute in the record certified true copies of the documents which are admitted.

SRMBR: The board will be in recess to review these documents. The recorder will note the time and date in the record of proceedings.

SECTION X: WITNESSES

*SRMBR: The board will come to order. All persons who were present when the board recessed are again present. The recorder will note the time and date in the record of proceedings. Does the recorder have any witnesses?

REC: The recorder (calls _____ as a witness) (has nothing further).

*NOTE: The recorder may call witnesses. All witnesses will be sworn. **OATH: Do you swear or affirm that the evidence you shall provide at this hearing shall be the truth, the whole truth and nothing but the truth?** The order of questioning (see paragraph 6316.8b, MARCORSEPMAN): direct examination by

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

recorder; cross-examination by respondent's counsel; redirect; re-cross; examination by the board (The recorder or counsel for the respondent may have some additional questions in light of the questioning by the members). **After they testify, the president shall direct witnesses not to discuss their testimony with anyone other than the recorder or the counsel for the respondent until after the hearing has ended.**

SRMBR: Does the recorder have any further evidence or witnesses?

REC: (Yes)(No), sir/ma'am.

SRMBR: Does the respondent have any witnesses?

COUNSEL: The respondent (calls _____ as a witness) (has nothing further).

*NOTE: The respondent may call witnesses. All witnesses will be sworn (only the respondent may give unsworn testimony). **OATH: Do you swear or affirm that the evidence you shall provide at this hearing shall be the truth, the whole truth and nothing but the truth?** The order of questioning: direct examination by respondent's counsel; cross-examination by recorder; redirect; re-cross; examination by the board (The recorder or counsel for the respondent may have some additional questions in light of the questioning by the members). If the respondent testifies, he will sign and date a Privacy Act statement to be attached to the record as a government exhibit. **After they testify, the president shall direct witnesses not to discuss their testimony with anyone other than the recorder or the counsel for the respondent until after the hearing has ended.**

SRMBR: Does the respondent have any other evidence?

COUNSEL: (Yes)(No), sir/ma'am.

XI. REBUTTAL

SRMBR: Does the recorder have any matters in rebuttal?

REC: The recorder has (nothing further) (calls the following witnesses: _____) (submits the following exhibits:

GE- _____).

SRMBR: (The following government exhibits are admitted:

GE- _____).

SRMBR: Does counsel for the respondent have any more evidence?

COUNSEL: Counsel for the respondent has (nothing further) (calls the following witnesses: _____) (submits the following exhibits: RE- _____).

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

SRMBR: (The following respondent exhibits are admitted:

RE-_____).

SRMBR: Does any member of the board want to recall a witness, call an additional witness, or obtain any further evidence?

SRMBR: The members have indicated they (do) (do not) want to recall a witness, call an additional witness, or obtain any further evidence.

***XII. CLOSING ARGUMENTS**

SRMBR: Are both sides prepared for argument?

REC: The recorder is.

COUNSEL: Counsel for the respondent is.

SRMBR: The recorder may proceed with closing argument.

REC: _____.

SRMBR: Counsel for the respondent may proceed with closing argument.

COUNSEL: _____.

SRMBR: Does the recorder have any final argument?

REC: (Yes) (no), sir/ma'am.

***XIII: INSTRUCTIONS ON DELIBERATION**

*SRMBR: The board deliberation includes a full and free discussion of all matters presented to the board. In determining retention or separation including transfer to the FMCR/Retired List, if applicable, the board will consider the guidelines at paragraph 6309. In determining characterization, the board will consider the guidelines in paragraph 1004. In determining retention in the IRR, the board will consider the guidelines in paragraph 6311.3.

*SRMBR: The board will decide its findings and recommendations by majority vote, and the senior member will record them by placing his or her initials in the blank beside any finding or recommendation decided by majority vote.

***XIV: SPECIAL INSTRUCTIONS**

SRMBR: **(Read if the respondent is an inactive reservist being processed for discharge based on conduct in the civilian community committed while the respondent was not on active duty or active duty for training).** The board is advised that it cannot recommend a general or other than honorable characterization for a discharge in this case unless the evidence meets the criteria in paragraph 1004.4 of the MARCORSEPMAN, which the board will review during deliberation.

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

*Figure L-6.--Administrative Discharge Board Hearing Guide--Continued

***PART XV: CLOSING FOR DELIBERATION**

*SRMBR: The board closed for deliberation at _____. I will let the recorder note the date and time. All parties, except board members, will leave the hearing room.

***PART XVI: ANNOUNCEMENT OF FINDINGS AND RECOMMENDATIONS**

*SRMBR: The board is open at _____, the recorder will note the time and date.

*REC: the time is ___, (date), (year), all persons present when the board recessed for deliberations are again present.

SRMBR: (We have no minority report) (One of the board members, _____, will be submitting a minority report which will be included as an enclosure to the board's report).

*SRMBR: I will now read the findings and recommendations of the board directly from the signed report:

*SRMBR: The board is closed. The recorder will note the time and date for the record.

*Figure L-6.--Administrative Discharge Board Hearing Guide

Figure L-7.--Privacy Act Statement

PRIVACY ACT STATEMENT FOR THE RESPONDENT

Under the authority of Section 301 of reference (x) Title 5, U.S.C., information on your personal background may be requested to provide the administrative discharge board with additional information to assist the board in determining whether to recommend your retention, discharge, or transfer to the Individual Ready Reserve; if discharge is recommended, the information may assist the board in determining the characterization of the discharge. The information may also be requested to evaluate your testimony or your credibility as a witness.

The information you provide will become a part of the record of proceedings of the administrative discharge board. Officials in the Department of the Navy may use it in making recommendations or decisions in your case; employees and officials of the Department of Defense, Veterans Administration, and other federal or state agencies may also use the information in performing their duties.

You are not required to provide this information, but failure to do so may deprive the board of valuable information which it might otherwise consider in making findings and recommendations in your case.

Signature of respondent Date

Printed Name, grade, and service

Signature of witness Date

Printed Name, grade, and service

Figure L-7.--Privacy Act Statement

*Figure L-8.--Summarized Record of Board Hearing

SUMMARIZED RECORD OF BOARD HEARING

Respondent's Name) (EDIPI) (Grade)

(Organization) (Component)

*The board met at (location) at (time), (date), pursuant to the appointing order(s) of (title and command of convening authority).

The following persons named in the appointing order(s) were present:

Board members: (indicate grade, name, service, and component (USMC or USMCR) (identify senior member)

Recorder (name, grade, service, and legal qualifications)

Counsel for respondent: (name, grade, service and legal qualifications of military counsel) (civilian counsel name and qualifications) [NOTE: If respondent waived representation by counsel, state as follows: The respondent stated a desire to represent himself without counsel. The senior member inquired and was satisfied that the respondent's waiver of representation by counsel was knowing and voluntary.]

(No) (The following) person(s) named in the appointing order(s) (was) (were) (absent) (absent with the express consent of the convening authority): (Indicate grade, name, and armed force of each board member absent).

The respondent was (absent) (present). (NOTE: If respondent was absent, indicate specific reason, e.g., waived personal appearance in writing; absent after notification; confined, etc).

The senior member determined that the respondent had been properly advised of administrative discharge board rights and procedures. The respondent (waived) (requested) the reading of rights before the Board. The senior member (accepted the respondent's waiver of explanation of rights) (explained the rights).

*The senior member advised the board members of their duties, the applicability of Article 31(b), UCMJ, to the proceedings, and the procedures to be followed as outlined in Section 3 of Part C of Chapter 6 of the MARCORSEPMAN. (ADD IF APPLICABLE).

*The respondent was given the opportunity to challenge any member of the board for cause. (No member was challenged for cause.) (The (respondent) (challenged the following member(s) for cause:_____.) (The challenges were (granted) (denied)).

*Figure L-8.--Summarized Record of Board Hearing--Continued

*Figure L-8.--Summarized Record of Board Hearing--Continued

*The recorder and respondent were permitted to make motions and opening statements. (No motions were made). (Motions were made and noted): (Both recorder and counsel for the respondent made opening statements) (The recorder waived opening statement.)

The recorder offered the following government exhibits (marked "GE"):

- GE-__ : Appointing order.
- GE-__ : Modification to appointing order (if any).
- GE-__ : Notification package: notice, AOR, BCNR/NDRB.
- GE-__ : (If respondent is absent: written notice of hearing and include receipt for notice if delivered in person; include PS Form 3811 (green card) if notice was mailed)
- GE-__ : Standard pages from SRB/ESR (including DD Form 4)
- GE-__ :
- GE-__ : Privacy Act statement (if respondent testifies)

The exhibits were admitted with (without objection) (with objection(s) as follows:

<u>NUMBER</u>	<u>REASON FOR OBJECTION</u>	<u>DECISION BY BOARD</u>
GE-xx	xxx	(Admitted) (Excluded)

*The respondent offered the following respondent's exhibits (marked "RE"):

RE A: xxx
RE B: xxx

The exhibits were admitted (with) (without objection) (with objection(s) as follows:)

<u>NUMBER</u>	<u>REASON FOR OBJECTION</u>	<u>DECISION BY BOARD</u>
GE-xx	xxx	(Admitted) (Excluded)

*The government called (no) (the following) witness(es), who (was) (were) sworn and testified as follows:

SUMMARY OF WITNESS TESTIMONY

The respondent called (no) (the following) witness(es), who (was) (were) sworn and testified as follows:

SUMMARY OF WITNESS TESTIMONY

The respondent [(did not testify or submit a statement) (testified under oath) (made an unsworn oral statement) (submitted a (sworn) (unsworn) written statement)].

The recorder presented no rebuttal evidence (presented the following rebuttal evidence:). The counsel for the respondent presented no further evidence (presented the following evidence:). The board (called no witnesses and

*Figure L-8.--Summarized Record of Board Hearing--Continued

*Figure L-8.--Summarized Record of Board Hearing--Continued

presented no evidence) (called the following witnesses) (presented the following evidence:).

The recorder and counsel for respondent made closing argument. Counsel for the respondent (did) (did not) make a closing argument. The recorder (did) (did not) make rebuttal argument.

The senior member instructed the members concerning voting procedures.

(ADD IF APPLICABLE. The senior member advised the board concerning the restrictions imposed by paragraph 1004.4 of the MARCORSEPMAN concerning prior and preservice matters.)

(ADD IF APPLICABLE. The senior member advised the board concerning the restrictions imposed by paragraph 1004 of the MARCORSEPMAN concerning misconduct by a reservist not on active duty or active duty for training at the time of the misconduct.)

Neither party had anything further to offer. The board closed at ____ hours, ____ 20__. The board opened at ____ hours, ____ 20__. The senior member announced the findings and recommendations of the board by reading from the findings and recommendations worksheet. The worksheet will also be the board's report. The board adjourned at ____ hours, (date).

AUTHENTICATION OF RECORD. This is a substantially accurate record of the board hearing.

Senior Member Date Recorder Date

*Figure L-9.--Administrative Discharge Board Report and Findings
Recommendations Worksheet

SSIC
Originator Code
Date

From: Senior Member
To: Convening Authority

Subj: ADMINISTRATIVE DISCHARGE BOARD REPORT: FINDINGS AND
RECOMMENDATIONS IN THE CASE OF (Respondent's Grade, Name,
EDIPI/MOS, Component)

Ref: (a) MCO P1900.16G (MARCORSEPMAN)

Encl: (1) Record of board hearing
(2) Minority report (**if any**)

1. As directed, an administrative discharge board convened in this case to hear allegations against the respondent and to make findings and recommendations.

2. The facts and circumstances and supporting documents which are the basis for the board's findings and recommendations are in the record (enclosure (1)).

3. The senior member initialed the following findings and recommendations, all reached in closed sessions of the board, and announced the findings and recommendations at the hearing as follows:

a. FINDINGS: PREPONDERANCE OF THE EVIDENCE.

(1) _____ The board determined by majority vote that the preponderance of the evidence--

(a) _____ **DOES NOT** prove any of the acts or omissions alleged in the notification. (Senior member must check B1 below).

(b) _____ **PROVES ALL** acts or omissions alleged in the notification

(c) _____ **PROVES ONLY** the following act(s) or omission(s) alleged in the notification: _____

b. RECOMMENDATIONS. By majority vote, the Board recommends:

(1) _____ **RETENTION** in the Marine Corps (Marine Corps Reserve).

(2) _____ **SEPARATION** from the Marine Corps (Marine Corps Reserve).

* (3) _____ **TRANSFER** to the FMCR/Retired List (*only applicable if the Respondent has requested transfer prior to initiation of administrative processing but the CMC denied the request and directed processing*)

*Figure L-9--Administrative Discharge Board Report and Findings and
Recommendations Worksheet--Continued

*Figure L-9.--Administrative Discharge Board Report and Findings and
Recommendations Worksheet--Continued

Subj: ADMINISTRATIVE DISCHARGE BOARD REPORT: FINDINGS AND
RECOMMENDATIONS IN THE CASE OF (Respondent's Grade, Name,
EDIPI/MOS, Component)

* (4) _____ If the board recommends **SEPARATION**, it recommends the
following CHARACTERIZATION of Service:

- (a) _____ honorable.
- (b) _____ general (under honorable conditions).
- * (c) _____ under other than honorable conditions.

(5) _____ If the board recommends **SEPARATION**, it recommends the
separation:

- (a) _____ **SHOULD BE** suspended.
- (b) _____ **SHOULD NOT BE** suspended.
- (c) _____ suspension not authorized.

See MARCORSEPMAN, paragraph 6310 concerning suspension.

(6) _____ If the board recommends **SEPARATION**, the board recommends
that the respondent:

- (a) _____ **SHOULD BE** retained in the IRR (Individual Ready
Reserve).
- (b) _____ **SHOULD NOT BE** retained in the IRR.

See MARCORSEPMAN, paragraph 6311 concerning retention in the IRR.

***PARAGRAPH 7 AND 8, BELOW, SHALL ONLY BE INCORPORATED INTO THE FINDINGS AND
RECOMMENDATIONS WORKSHEET IF THE MARINE HAS REQUESTED TRANSFER TO THE FMCR
PRIOR TO INITIATION OF ADMINISTRATIVE SEPARATION PROCEEDINGS BUT THE CMC
DENIED THE REQUEST AND DIRECTED PROCESSING**

* (7) _____ If the board recommends **TRANSFER** to the **FMCR/Retired List**,
the board recommends that the respondent:

- (a) _____ **SHOULD BE** transferred in the current pay grade.
- (b) _____ **SHOULD BE** reduced one inferior pay grade **BEFORE**
transferred to the **FMCR/Retired List**.

* (8) _____ If the board recommends **TRANSFER** to the **FMCR/Retired List**, it
recommends the following Characterization of Service:

*Figure L-9.--Administrative Discharge Board Report and Findings and
Recommendations Worksheet--Continued

*Figure L-9.--Administrative Discharge Board Report and Findings and
Recommendations Worksheet--Continued

Subj: ADMINISTRATIVE DISCHARGE BOARD REPORT: FINDINGS AND
RECOMMENDATIONS IN THE CASE OF (Respondent's Grade, Name,
EDIPI/MOS, Component)

- (a) _____ **honorable.**
- (b) _____ **general (under honorable conditions).**
- (c) _____ **under other than honorable conditions.**

4. PRESERVICE OR PRIOR SERVICE MATTERS: (MARCORSEPMAN, paragraph 1004)

a. _____ The board did **NOT** consider such matters.

b. _____ The board **DID** consider such matters but only on the issue of retention and NOT considered on characterization.

5. RESERVE RESPONDENT ONLY. If the board recommends general (under honorable conditions or other than honorable characterization for conduct in the civilian community by a Marine who, at the time of the conduct, was a member of the inactive reserve and was not on active duty or active duty for training, the senior member initials one of the following:

_____ The board recommends a **general (under honorable conditions) characterization** under MARCORSEPMAN paragraph 1004 based on the following evidence that the conduct adversely affected overall effectiveness of the Marine Corps, including military morale and efficiency:
_____.

*_____ The board recommends an under **other than honorable characterization** under MARCORSEPMAN paragraph 1004 based on the following evidence that the conduct is "service related," i.e., directly affected performance of military duties:
_____.

6. MINORITY REPORT. ___NONE//___SEE ENCLOSURE TO BOARD'S REPORT.

7. SIGNATURES. All members sign below.

Signature of Senior Member Date

Signature of Member Date

Signature of Member Date

*Figure L-9.--Administrative Discharge Board Report and Findings and
Recommendations Worksheet

*Figure L-10.--Command Letter of Endorsement for Administrative Discharge

SSIC
Code
Date

*FIRST ENDORSEMENT on ADMINISTRATIVE DISCHARGE BOARD REPORT of _____

From: Commanding officer (Convening Authority)
To: Separation Authority
(Via: Chain of Command)

Subj: RECOMMENDATION FOR ADMINISTRATIVE DISCHARGE OF (GRADE, FULL
NAME, EDIPI/MOS, COMPONENT)

Encl: *(1) Defense counsel comment on board (if any)
*(2) Recorder's response to Counsel for the
Respondent's comment
(3) (Other enclosures included by convening authority)

*1. As indicated by enclosure (1), an administrative discharge board convened to hear this case. The board found that the preponderance of the evidence (proved) (did not prove) the allegations and recommended (retention) (transfer to the FMC/Retired List, if applicable) [(honorable) (general (under honorable conditions)) (under other than honorable)] discharge OR, if transfer applicable (see paragraph 6106) that the respondent be transferred in current pay grade/or reduced one inferior pay grade before transfer and that the characterization of service at transfer be (honorable) (general (under honorable conditions)) (under other than honorable conditions).

2. I (agree) (disagree) with the board's findings and recommendations. [Comments if any. Before disagreeing with a board's findings and recommendations, see MARCORSEPMAN, paragraph 6309, concerning the separation authority's actions in board cases].

3. Counsel for the respondent submitted comment on the board; see enclosure (2). Enclosure (3) is the recorder's response to enclosure (2).

4. Explain other enclosures included by the convening authority.

SIGNATURE

*Figure L-10.--Command Letter of Endorsement for Administrative Discharge

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MARINE CORPS SEPARATION AND RETIREMENT MANUAL

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